

WASHINGTON
METROPOLITAN
AREA

SBA
U.S. SMALL BUSINESS ADMINISTRATION

SMALL

BUSINESS

RESOURCE

A photograph of two women smiling. The woman on the left has dark hair pulled back and is wearing a white and black vertically striped button-down shirt. The woman on the right has long brown hair and is wearing a white top with a pearl necklace. In the background, a man is partially visible.

Helping Small Business Start, Grow and Succeed

PAGE
9 **Getting Started in Washington
Metropolitan Area**

PAGE
21 **Financing Your Business**

PAGE
32 **Ideas For Growing Companies**

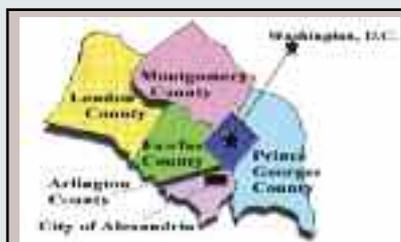
SMALL BUSINESS contents

2008-2009 WASHINGTON
METROPOLITAN
AREA

FEATURES

- 3** Introduction
- 3 Welcome Letter
 - 4 Regional Administrator's Message
 - 6 Director's Message
- 9** Getting Started
- Everything you need to know about setting up, marketing and managing the revenue of your business.
- 16** Regulations
- Common requirements that affect small businesses.
- 21** Getting Approved
- Financing Options to Start or Grow Your Business.
- 32** Small Business Training Network
- Find out how and where the SBA can help your business grow.
- 33** Contracting Opportunities
- SBA is working to ensure small businesses obtain fair share of government contracts and subcontracts with a number of programs.

- 38** Disaster Recovery
- There are several types of assistance available to qualified applicants.
- 39** Advocacy
- Find out about the outside research for the small business owners.
- 40** Small Business Week Observance 2008
- 41** Continuing Growth
- Economic trends points towards a good place to locate a business
- 42** Lender Listing
- 45** Websites of Interest



Washington Metropolitan Areas Served

Also includes: Maryland and Virginia.

5

Ways To Evaluate Your Strengths and Weaknesses

Page 10

RENI
Publishing

150 Third Street, S.W.
Winter Haven, FL 33880-2907

Publishers of Small Business Resource

Advertising

Phone 863-294-2812 • 800-274-2812
Fax 863-299-3909 • www.sbaguides.com

Staff

President/CEO

Joe Jensen

jjensen@reni.net

English Small Business Resource Advertising

Nicky Harvey

nharvey@reni.net

Martha Theriault

mtheriault@reni.net

John Beward

jbeward@reni.net

Creative and Production

Diane Traylor

dtraylor@reni.net

Ron Palfrey

rpalfrey@reni.net

Mary Nason

mnason@reni.net

Mami Li

mli@reni.net

Finance

Denise Harwell

dharwell@reni.net

Research Manager

Cheryl Watwood

cwatwood@reni.net

IT Department

Jay Hook

jhook@reni.net

SBA's Marketing Office:

The Small Business Resource Guide is published under the direction of SBA's Office of Marketing and Customer Service.

Director

Laura Fox

laura.fox@sba.gov

Editorial Content

Robert Dillier

robert.dillier@sba.gov

Graphic Design

Gary

Shellehamer

gary.shellehamer@sba.gov

Information in this Small Business Resource is subject to change without notice. While every reasonable effort has been made to ensure that the information was accurate as of publication date, RENI and its employees, agents, clients and distributors shall not be liable for any damages arising from the use of or reliance on the information contained in this publication or from omissions to this publication.

Printed in the United States of America

SBA's participation in this publication is not an endorsement of the views, opinions, products or services of the publisher or any advertiser or other participant appearing herein. All SBA programs or cosponsored programs are extended to the public on a nondiscriminatory basis.

WELCOME

America is a country of entrepreneurs. It was built by entre-pre-neurs, and over the years, our economy has grown on the strength of our entrepreneurs. America has an economy that regenerates, is flexible, and adapts to opportunity. And this is due in large part to the entrepreneurial spirit and drive of small business owners like you.

The U.S. Small Business Administration plays a vital role in enabling America's entrepreneurs and small business owners. Some of America's corporate icons, in fact, received some help from SBA along the way – companies like Intel, Apple, Staples, FedEx, Nike, and Under Armour, to name a few.

Through our wide array of services – loan guaranties, assistance for small businesses in federal contracting, and business counseling – the SBA has helped millions of entrepreneurs start and grow their small businesses. The agency continues to expand our support for small businesses. We currently guarantee more than \$75 billion in loans and investments; our resource partners' network of more than 1,500 centers provide counseling to more than 1 million entrepreneurs every year; and we helped small businesses secure close to \$80 billion in prime federal contracts in fiscal 2006.

This resource guide is your roadmap to all of our valuable products and services. I hope that you'll read it closely; the SBA team has worked hard to ensure the information here is useful and up to date. In addition, I encourage you to visit your local SBA District Office, which is a great portal to SBA assistance and can help you start and grow your business.

"Our Nation's strength lies in the freedom to pursue dreams and turn ideas into enterprises," President Bush stated recently. "By taking risks and starting new ventures, America's entrepreneurs are creating jobs, growing our economy, and helping secure our country's place as a leader in the global economy."

Entrepreneurs and small business owners will continue to drive our economy, and the SBA and our network of resource partners will continue to enable their success. In the pages of this resource guide, you'll be able to find important information about all of the products and services that the SBA offers to help you.

Running your own business is challenging: the hours are long and the demands are high. But it is also rewarding. As you work to realize your small business dreams, I hope that you'll keep in mind all that SBA can offer, and let us help you succeed.

About the SBA

www.sba.gov

Your Small Business Resource

Every day, the U.S. Small Business Administration and its nationwide network of partners help millions of potential and current small business owners start, grow and succeed.

Resources and programs targeting small businesses provide an advantage necessary to help small businesses effectively compete in the marketplace and strengthen the overall U.S. economy.

SBA offers help in the following areas:

- *Starting a Business*
- *Financing a Business*

- *Growing a Business*
- *Opportunities in Contracting*
- *Recovering From Disaster*
- *A Voice for Small Business in Government*

Visit SBA online at www.sba.gov for 24/7 access to small business news, information and training for entrepreneurs.

All SBA programs and services are provided on a nondiscriminatory basis.



Stephanie A. Watkins

**Regional Administrator,
SBA Region III**

Rules For Success

Like today's small businesses, large corporate success stories started with only an entrepreneur and a dream.

For more than 50 years the U.S. Small Business Administration has been helping small businesses thrive. Our role in government is not to create wealth, but to create an environment in which people are willing to take risks, to risk capital and personal property, an environment that heralds the entrepreneur and the small business owner.

You've probably heard this sentiment expressed many times in subtly different ways. Nevertheless, small business ownership remains one of the surest ways of quickly achieving the American Dream of success and prosperity.

I am confident that the staff and leadership in the Washington, D.C. area will work tirelessly to deliver on SBA's behalf. Our mandate by the U.S. Congress is to aid, assist, counsel and protect the interest of small business. We accomplish this mission through a variety of financial, technical, and procurement assistance programs, as well as counseling and training partnerships.

Our goal is to be a proficient government agency focused on customer satisfaction by streamlining services to small businesses. We want to help people start and stay in business. We are implementing new approaches to reach a greater number of small business owners, particularly those historically under-served by traditional credit markets.

We need to increase the number of small businesses owned by minorities, women, low and moderate-income people, veterans, people with disabilities, and people living in rural and urban areas. To that end, we are increasing training, education and information assistance to small businesses by going to our customers at a time and place convenient to them. Yes we are government, but we really are here to help you overcome the challenges and reap the rewards of small business ownership.

Keep a copy of the 2008-2009 Washington Metropolitan Area District Office Small Business Resource Guide handy and share the information with other entrepreneurs. While this Guide cannot guarantee success, it can provide meaningful direction and be of enormous help to anyone willing to make a commitment to entrepreneurship. Contact SBA today and find out how we can assist you.

Sincerely,

A handwritten signature in black ink that reads "Stephanie A. Watkins". The signature is fluid and cursive.

Stephanie A. Watkins
SBA's Regional Administrator, Region III

“We Understand the Power of Diversity.”



Michael W. Maxwell
—Vice President,
Asset Management

It takes commitment to keep the power flowing safely to our customers every day. This commitment involves working at the community level, partnering with emergency services, and keeping an eye on environmental stewardship.

The utilities of Pepco Holdings, Inc. (PHI) achieve these goals through another commitment. Our pledge to Supplier Diversity and building relationships with the certified diverse businesses that help us run.

For more information, call 1.800.FOR.MBES or visit us online at www.pepcoholdings.com. At PHI, Supplier Diversity plugs us into the communities we serve.

 Pepco Holdings Inc

Atlantic City Electric • Delmarva Power • Pepco



Message From The District Director

Rules For Success

Like today's small businesses, large corporate success stories started with only an entrepreneur and a dream.

I am pleased to present this edition of the Washington Metropolitan Area District Office Small Business Resource Guide for fiscal year 2008-2009.

The U.S. Small Business Administration is truly America's small business resource and has been helping to build successful business ventures since 1953. Small businesses are the source of three-quarters of all new jobs and are the engines that fuel our Nation's economy. SBA must continue to play a vital role in assisting persons establish and grow successful ventures.

The U.S. Small Business Administration's Washington Metropolitan Area District Office is one of the most entrepreneurial district offices in the Nation. The staff of the SBA's Washington Metropolitan Area District Office is committed to carrying out the Agency's mission - to aid, counsel, assist, protect, and

advocate on behalf of small business - and are dedicated to serving the unique business and financial needs of the small business community.

This Resource Guide will be an invaluable tool in your business growth and development. Outlined in this Resource Guide are SBA's key programs (advocacy, financial assistance, management and business development assistance and government contracting assistance) as well as sources of local assistance that can help you in starting or growing your business venture.

Our goal is to empower the small business community through education and training that will result in an increase in the number of jobs created; increase in the number of start-up businesses; increase in opportunities to access credit for expansion; increase in small business revenues and profits and improved service delivery that is customer-centered,

market-based and results-oriented. Please feel free to contact the Washington Metropolitan Area District Office at 202-272-0345, for additional information on SBA's programs and services or visit our website at: www.sba.gov/dc.

I urge you to take advantage of these resources to make your dream of entrepreneurship a reality. Best wishes for continued success in the growth and development of your business.

Sincerely,

Eugene Cornelius Jr.

*District Director of
SBA's Washington Metropolitan Area
District Office*

WASHINGTON METROPOLITAN AREA SBA Staff Listing www.sba.gov/dc

Office of District Director

Eugene Cornelius, Jr.

District Director

eugene.cornelius@sba.gov
202-272-0340

Theodore A. Holloman

Deputy District Director

theodore.holloman@sba.gov
202-272-0341

Legal Counsel

Stuart M. Shalloway

District Counsel

stuart.shalloway@sba.gov
202-272-0351

Carla C. Mitchell-Vick

Paralegal Specialist

carla.mitchell-vick@sba.gov
202-272-0352

Administrative Office

Michael Pritchard

Administrative

Officer/Information Technology Specialist

michael.pritchard@sba.gov
202-272-0343

8(a) Business Development Division

Stanley Fujii

Assistant District Director

stanley.fujii@sba.gov
202-272-0360

8(a) Business Development & Assistance Branch 1

Loretta Taylor

Lead Business Dev. Spec.

loretta.taylor@sba.gov
202-272-0368

Charita Albright

Business Dev. Spec.

charita.albright@sba.gov
202-272-0371

Revella McWilliams

Business Dev. Spec.

revella.mcwilliams@sba.gov
202-272-0372

Elsie Price

Business Dev. Spec.

elsie.price@sba.gov
202-272-0370

Mary Harley

Program Support Assistant

mary.harley@sba.gov
202-272-0375

Joseph Wilson

Business Dev. Spec.

joseph.wilson@sba.gov
202-272-0374

8(a) Business Development & Assistance Branch 2

Eugene Sawney

Lead Business Dev. Spec.

eugene.sawney@sba.gov
202-272-0377

LaTrice Andrews

Business Dev. Spec.

latrice.andrews@sba.gov
202-272-0378

Pamela Hale

Business Dev. Spec.

pamela.hale@sba.gov
202-272-0382

Willodean Quattlebaum

Business Dev. Spec.

willodean.quattlebaum@sba.gov
202-272-0381

Kevin Washington

Business Dev. Spec.

kevin.washington@sba.gov
202-272-0384

Denise Gray

Program Support Assistant

denise.gray@sba.gov
202-272-0385

8(a) Business Development & Assistance Branch 3

Randall Nossaman

Lead Business Dev. Spec.

randall.nossaman@sba.gov
202-272-0383

continued on page 7

Doing Business in Washington Metropolitan Area

THE WASHINGTON METROPOLITAN AREA DISTRICT OFFICE

The Washington Metropolitan Area District Office is responsible for the delivery of SBA's many programs and services. The District Director is Eugene Cornelius, Jr. The District Office is located at 740 15th St. N.W., 3rd Fl., Washington, D.C. 20005.

WASHINGTON METROPOLITAN AREA DISTRICT OFFICE STAFF

The SBA's Washington Metropolitan Area District Office is perhaps one of the most notable of all the Agency's field offices because it is geographically located in a territory that offers numerous resources to assist the small business community. The district office recognizes that small business is the foundation of our Nation's economy. Business ownership represents the true realization of the American Dream. A vast number of small business success stories utilized some form of SBA assistance to establish and/or expand their businesses. It is SBA's desire that each small business achieves entrepreneurial success.

This Resource Guide can serve as an invaluable tool in fostering your business growth and development. We are committed to assisting you in making your dreams a reality. Our focus is on results and on managing SBA's resources effectively. Our resource partners are available to provide one-on-one counseling assistance or speak to you and your organization regarding any of the SBA's programs and services.

The district office staff is comprised of Business Development Specialists, Lender Relations Specialists and Marketing Outreach Specialists. The team members have been assigned to work directly with participating SBA lenders, contracting officials and resource partners to enhance communications between small businesses and the lending institutions and federal procurement agencies. This enables small businesses to take advantage of business opportunities and the team to address any small business concerns.



SUCCESS STORY

Dreams Do Come True

Small Business Person of the Year
Grace Dittmar

Grace Dittmar is President and CEO of Trusted Mission Solutions, Inc., an IT and management consulting service provider based in McLean, Virginia that serves primarily federal government clients. Trusted Mission Solutions, Inc. has grown from 50 employees and expects to reach \$ 8M in revenue this year.

After many years of dreaming, Ms. Dittmar finally decided to start her own business with the encouragement and mentoring of a former successful 8(a) graduate, Reynaldo Maduro, Sr. Ms. Dittmar quit her job and founded Trusted Mission Solutions, Inc. In October, 2001, she incorporated and was certified in SBA's 8(a) Business Development Program on August 15, 2002.

The 8(a) Business Development Program is an essential instrument for helping socially and economically disadvantaged entrepreneurs gain access to the economic mainstream of American

society. SBA has helped thousands of aspiring entrepreneurs over the years to gain a foothold in government contracting. Participation is divided into two phases over nine years: a four-year developmental stage and a five-year transition stage.

Participants can receive sole-source contracts, up to a ceiling of \$3 million for goods and services and \$5 million for manufacturing. While SBA helps 8(a) firms build their competitive and institutional know-how, the agency also encourages them to participate in competitive acquisitions.

To qualify for program certification, a small business must be owned and controlled by a socially and economically disadvantaged person. Under the Small Business Act, certain presumed groups include African Americans, Hispanic Americans, Asian Pacific Americans, Native Americans, and Subcontinent Asian Americans.

WASHINGTON METROPOLITAN AREA

SBA Staff Listing continued

George D. Carlisle
Business Dev. Spec.
george.carlisle@sba.gov
202-272-0359

Debra Daniels
Business Dev. Spec.
debra.daniels@sba.gov
202-272-0356

Christopher Jones
Business Dev. Spec.
christopher.jones@sba.gov
202-272-0357

Mary Pasker
Business Dev. Spec.
mary.pasker@sba.gov
202-272-0380

Canada McKeel
Program Support Assistant
canada.mckee@sba.gov
202-272-0376

Lender Relations Branch
Davey Wiggs
Lead Business Dev. Spec.
davey.wiggs@sba.gov
202-272-0353

Freddie G. Biddle
Business Dev. Spec.
freddie.biddle@sba.gov
202-272-0354

Robert Carpenter
Business Dev. Spec.
robert.carpenter@sba.gov
202-272-0355

Business Development Branch
Seth Jones
Lead Bus. Dev. Spec.
seth.jones@sba.gov
202-272-0361

Diane Bynum
Business Dev. Spec./Public Information Officer
diane.bynum@sba.gov
202-272-0365

Joyce Howard
Business Dev. Spec.
joyce.howard@sba.gov
202-272-0362

Joyce Mears
Business Dev. Spec.
jhmears@sba.gov
202-272-0364

■ The SBA helps business owners grow and expand their businesses every day.

We Welcome Your Questions

For extra copies of this publication or questions please contact:

Washington Metropolitan Area District Office
740 15th St. N.W., 3rd Fl.
Washington, D.C. 20005-3544

Tel.: 202-272-0345
TDD (Hearing Impaired): 202-272-0143

Website: www.sba.gov/dc

continued on page 19

INCORPORATE OR FORM AN LLC TODAY.

*Start your business
with The Company Corporation.*

ACT NOW!

Order Online
or by Phone
& Mention "SBA"
during your call.



Incorporate or form an LLC with The Company Corporation and find other great tools to help get your business started.

Three reasons businesses turn to The Company Corporation:

AFFORDABLE. Complete your incorporation or LLC at a fraction of the cost of using a lawyer.

EASY. Work with a Business Services Specialist by phone or complete your application online in 10 minutes or less, in all 50 states.

FINANCIALLY STRONG. \$50,000 Guarantee*!
Only The Company Corporation has the strength to offer this type of protection for your company.

CALL 1-800-941-2627

www.incorporate.com/sba

THE
COMPANY
CORPORATION™

INCORPORATING WHAT'S RIGHT FOR YOU

* Guarantee details, terms, and conditions are available at our website. The Company Corporation is a service company and does not offer legal or financial advice.

INTRODUCTION

GETTING STARTED

The SBA Can Help You Start And Expand Your Own Business



Every day the U.S. Small Business Administration and its nationwide network of resource partners help millions of potential and current small business owners start, grow and succeed.

Whether your target market is global or just your neighborhood, the U.S. Small Business Administration and its partners can help at every stage of turning your entrepreneurial dream into a thriving business.

If you're just starting, the SBA and its resources can help you with loans and business management skills. If you're already in business, you can use the SBA's resources to help manage and expand your business, obtain government contracts, recover from disaster, and have your voice heard in the federal government.

You can access SBA help online 24 hours a day at www.sba.gov or visit one of our local offices for assistance.

Resources To Get You Started

Our resources include the SBA's district offices serving every state and territory, nearly 400 offices of SCORE – Counselors to America's Small Businesses, more than 1,000 Small Business Development Centers primarily located on college campuses, and approximately 114 Women's Business Centers located across the country. More information about SCORE, SBDCs and the WBCs is detailed later in this publication, or you can click on www.score.org,

<http://www.sba.gov/aboutsba/sbaprograms/bdc/index.html> for SBDCs or www.sba.gov/services/ and choose "Women's Business Centers from the "Counseling & Assistance" heading at the bottom.

These professionals can also help you with writing a formal business plan, locating sources of financial assistance, managing and expanding your business, finding opportunities to sell your goods or services to the government, recovering from disaster or acting as advocates for small businesses with Congress and regulatory agencies.

The SBA has programs for helping special audiences, such as women and veterans, become small business owners.

Most new business owners who succeed have planned for every phase of their success. Thomas Edison, the great American inventor, once said, "Genius is 1 percent inspiration and 99 percent perspiration." That same philosophy also applies to starting a business.

First, you'll need to generate a little bit of perspiration deciding whether you're the right type of person to start your own business.

IS ENTREPRENEURSHIP FOR YOU?

In business, there are no guarantees. There is simply no way to eliminate all the risks associated with starting a small business - but you can improve your chances of success with good planning, preparation, and insight. Start by evaluating your strengths and weaknesses as a potential owner and manager of a small business. Carefully consider each of the following questions:

- Are you a self-starter? It will be entirely up to you to develop projects, organize your time, and follow through on details.
- How well do you get along with different personalities? Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, and professionals such as lawyers, accountants, or consultants. Can you deal with a demanding client, an unreliable vendor, or a cranky receptionist if your business interests demand it?
- How good are you at making decisions? Small business owners are required to make decisions constantly - often quickly, independently, and under pressure.
- Do you have the physical and emotional stamina to run a business? Business ownership can be exciting, but it's also a lot of work. Can you face six or seven 12-hour workdays every week?
- How well do you plan and organize? Research indicates that poor planning is responsible for most business failures. Good organization — of financials, inventory, schedules, and production — can help you avoid many pitfalls.

ON THE UPSIDE

It's true, there are a lot of reasons not to start your own business. But for the right person, the advantages of business ownership far outweigh the risks.

- You get to be your own boss.
- Hard work and long hours directly benefit you, rather than increasing profits for someone else.
- A new venture is exciting.
- Earnings and growth potential are far less limited.
- Running a business will provide endless variety, challenge and opportunities to learn.

EVALUATE

Start by evaluating your strengths and weaknesses

1. Are you a self-starter?

It will be up to you – not someone else telling you – to develop projects, organize your time and follow through on details.

2. How well do you get along with different personalities?

Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, lawyers, accountants and consultants. Can you deal with a demanding client, an unreliable vendor or a cranky staff person?

3. How good are you at making decisions?

Small business owners are required to make decisions constantly, often quickly, under pressure.

4. Do you have the physical and emotional stamina to run a business?

Business ownership can be challenging, fun and exciting. But it's also a lot of hard work. Can you face 12-hour workdays six or seven days a week?

5. How well do you plan and organize?

Research indicates many business failures could have been avoided through better planning. Good organization – of financials, inventory, schedules, production – can help avoid pitfalls.

- Is your drive strong enough? Running a business can wear you down emotionally. Some business owners burn out quickly from having to carry all the responsibility for the success of their business on their own shoulders. Strong motivation will help you survive slowdowns and periods of burnout.
- How will the business affect your family? The first few years of business start-up can be hard on family life. It's important for family members to know what to expect and for you to be able to trust that they will support you during this time. There also may be financial difficulties until the business becomes profitable, which could take months or years. You may have to adjust to a lower standard of living or put family assets at risk in the short-term.

Once you've answered those questions, you should consider what type of business you want to start.

FRANCHISING

There are more than 3,000 franchised businesses. The challenge is to decide on one that both interests you and is a good investment. Many franchising experts suggest that you comparison shop by looking at multiple franchise opportunities before deciding on the one that's right for you.

Some of the things you should look at when evaluating a franchise: profitability, effective financial management and other controls, a good image, integrity and commitment, and a successful industry.

In the simplest form of franchising, while you own the business, its operation is governed by the terms of the franchise agreement. For many, this is the chief benefit for franchising. You are able to capitalize on a business format, trade name, trademark and/or support system provided by the franchisor. But you operate as an independent contractor with the ability to make a profit or sustain a loss commensurate with your ownership.

If you are concerned about the risk involved in a new, independent business venture, then franchising may be the best business option for you. Remember that hard work, dedication and sacrifice are key elements in the success of any business venture, including franchising.

For more information visit the SBA Web site at:

<http://www.sba.gov/smallbusinessplanner/start/> and click on "Buy a Franchise" from the menu on the right side; or visit the Franchise Registry at www.franchiseregistry.com/ or call your local SBA office.

HOME-BASED BUSINESS CONSIDERATIONS

Going to work used to mean traveling from home to a plant, store or office. Today many people do some or all their work at home.

Garages, basements and attics are being transformed into the corporate headquarters of the newest entrepreneurs – the home-based business person.

Getting Started

Before diving headfirst into a home-based business, you must know why you are doing it. To succeed, your business must be based on something greater than a desire to be your own boss. You must plan and make improvements and adjustments along the road.

Ask yourself these questions – and remember, there are no best or right reasons for starting a home-based business. But it is important to understand what the venture involves.

Working under the same roof where your family lives may not prove to be as easy as it seems. It's important to work in a professional environment. One suggestion is to set up a separate office in your home to create this professional environment.

Ask yourself:

- Can I switch from home responsibilities to business work?
- Do I have the self-discipline to maintain schedules?
- Can I deal with the isolation of working from home?
- Am I a self-starter?

Finding Your Niche

Choosing a home business must be approached carefully.

Ask yourself:

- Does my home have the space for a business?
- Can I identify and describe the business I want to establish?
- Can I identify my business product or service?
- Is there a demand for that product or service?
- Can I successfully run the business from home?

franmarket.com
An Online Marketplace For Franchises & Business Opportunities

For ALL Your Franchising
Needs

Go To:

www.franmarket.com/sba

Legal Requirements

A home-based business is subject to many of the same laws and regulations affecting other businesses.

Some general areas include:

- Zoning regulations. If your business operates in violation of them, you could be fined or shut down.
- Product restrictions. Certain products cannot be produced in the home. Most states outlaw home production of fireworks, drugs, poisons, explosives, sanitary or medical products and toys. Some states also prohibit home-based businesses from making food, drink or clothing.

Be sure to consult an attorney and your local, city and state departments of labor to find out which laws and regulations will affect your business. Additionally, check on registration and accounting requirements needed to open your home-based business. You may need a work certificate or license from the state. Your business name may need to be registered with the state. A separate business telephone and bank account are good business practices.

Also remember, if you have employees you are responsible for withholding income and social-security taxes, and for complying with minimum wage and employee health and safety laws.

If you're convinced that working from home is for you, it's time to create your business plan. The SBA and its resource partners, such as SCORE, SBDCs and WBCs can help make the process easier.

REACHING UNDERSERVED AUDIENCES

Women - Business Owners

Women entrepreneurs are changing the face of America's economy. In the 1970's, women owned less than five percent of the nation's businesses. Today, they are at least equal owners of nearly half the nation's businesses and are majority owners of about a third of all small businesses. SBA serves women entrepreneurs nationwide through its various programs and service, some of which are designed especially for women. Many of these are overseen by SBA's Office of Women's Business Ownership.

Women's business ownership representatives in every SBA district office coordinate services for women, helping them access appropriate training, counseling, mentoring, federal contracting opportunities, financing, and more. They can also provide information on other local resources, including SBA resource partners and lenders.

The SBA's Women Business Centers are a nationwide network of 114 community-based centers that provide business training, counseling, mentoring and other assistance geared to women, particularly those who are socially and economically disadvantaged. To meet the needs of women entrepreneurs, the WBCs offer their services at convenient times and locations. Some offer child care during training and many provide assistance and materials in different languages, depending on the needs of the individual communities they serve. Classes are either free or offered at a small fee, and scholarships are often available to those who need them. A number of WBCs also provide courses and counseling via the Internet, mobile classrooms and satellite locations.

Both SBA district offices and women's business centers offer mentoring roundtables. If there is not an existing roundtable nearby, women's business centers may be able to help women entrepreneurs set them up.

To find the nearest women's business ownership representative or women's business center, and to learn more about SBA programs and services, visit the Office of Women's Business Ownership at www.sba.gov/women.

Women's Business Centers (WBCs)

Since women are starting their own businesses at twice the rate of men, the SBA Washington Metropolitan Area District Office is committed to providing the necessary management and technical assistance to address the unique issues women face in starting or expanding business ventures. The SBA Washington Metropolitan Area District Office has a partnership with the Women's Business Center (WBC) to provide low-cost and free training and counseling to women seeking to start or expand a business. The Center's programs include comprehensive long-term training, hands-on workshops, and full-day seminars for women entrepreneurs at every stage of business development. For additional information and assistance, call or visit one of the Women's Business Centers which are listed in this publication or access our website: www.onlinewbc.gov.

- Provides excellent, affordable business training.
- Creates opportunities for clients to participate in business-to-business networking.
- Introduces entrepreneurs to business uses of technology, including the Internet and World Wide Web.
- Develops mentor partnerships to enhance the individual capabilities of entrepreneurs as their businesses grow.

- Makes special outreach efforts to attract and serve women who are socially and/or economically disadvantaged.

Northern Virginia Women's Business Center Of Northern Virginia

Barbara L. Wrigley, Executive Director
7001 Loisdale Rd., Ste. C
Springfield, VA 22150
703-778-9922 • 703-768-0547 Fax
bwrigley@wbcnova.org
www.wbcnova.org

Small Business Assistance Centers

Located throughout the metro region are economic development organizations and technical assistance providers that teach how to create, strengthen and manage a small business.

District of Columbia Enhanced Business Information Center e-BIC

Department of Small and Local Business Development
Martin Luther King Jr. Memorial Library
901 G St. N.W.
Washington, DC 20001
202-727-2241 • 202-727-1129 Fax
www.dclibrary.org/ebic

Virginia Fairfax County Economic Development Authority

8300 Boone Blvd., Ste. 450
Vienna, VA 22182
703-790-0600
www.fairfaxcounty.eda.org

Loudoun County Department of Economic Development

1 Harrison St. S.E., 5th Fl.
Leesburg, VA 20177
703-777-0426
www.Loudoun.gov/business

Fairfax City Economic Development Office

10455 Armstrong St.
Fairfax, VA 22030
703-0385-7862
www.fairfaxva.gov

Arlington Economic Development

1100 N. Glebe Rd., Ste. 1500
Arlington, VA 22201
703-228-0808
www.arlingtonvaus.com

Alexandria Economic Development Partnership, Inc.

1729 King St., Ste. 410
Alexandria, VA 22314
703-739-3820
www.alexecon.org

Virginia Department of Business Assistance

Louisa Strayhorn, Agency Director
707 E. Main St., Ste. 300
Richmond, VA 23219
vbic@dba.virginia.gov

Business Development Assistant Group

George Mason University
Enterprise Center
901 S. Highland St., #318
Arlington, VA 22204
703-553-0766 • 703-237-3996 Fax
tquangdo@aol.com

Hispanic Committee of Virginia

Norma Lopez, Executive Director
5827 Columbia Pike, Ste. 200
Falls Church, VA 22041
703-671-5666 ext. 112 • 703-671-2325 Fax
microenterprise@hcna.org

BizLaunch

Arlington's Business Assistance Center

Tara Miles, Manager, Business Development
1100 N. Glebe Rd., Ste. 1500
Arlington, VA 22201
703-228-0853 • 703-228-0804 Fax
trmiles@arlingtonva.us
www.arlingtonvirginiausa.com/bizlaunch
Serves Northern Virginia.

Maryland

Montgomery County Department of Economic Development

111 Rockville Pike, 8th Fl.
Rockville, MD 20850
240-777-2000
www.montgomerycountymd.gov

Prince George's County Economic Development Corporation

Kwasi Holman, President/CEO
1100 Mercantile Ln., Ste. 115A
Largo, MD 20774
301-583-4650
www.pgcedc.com

Prince George's County Small Business Initiative

Charlotte Ducksworth, Director
1100 Mercantile Ln., Ste. 115A
Largo, MD 20774
301-583-4603
www.pgcedc.com

Robinson Braswell Consulting Services, Inc.

9344 Lanham Severn Rd., Ste. 206
Lanham, MD 20706
301-577-9317
Theresa Braswell
By Appointment
bras1@rbraswellconsulting.com
www.rbraswellconsulting.com

Economic Development & Training Institute

Joseph Gaskins, Director
5625 Allentown Rd., Ste. 107
Camp Springs, MD 20746
301-423-0524
edti_tmh@yahoo.com

WEBSITE Business plan help

The nearest SCORE chapter can be located at: www.score.org.

For business plan help at the SCORE Web site, click on "Business Tools" from the left-hand menu, then click on "Template Gallery."

You can find the nearest VBOC at: www.sba.gov/vets.

To find WBCs, click on: www.sba.gov/services and choose "Women's Business Centers" from the "Counseling and Assistance" heading at the bottom.

You can also find business-plan help on the SBA's Web site at:

<http://www.sba.gov/smallbusinessplanner/> then choose "Writing a Business Plan" from the "Plan Your Business" menu along the bottom.)

Destiny Capital Funding

Karen Harding
10721 Elizabeth Parnum Pl., Ste. 3
Upper Marlboro, MD 20772
240-462-3383
onemil4me@yahoo.com

Prince George's County Office of Central Services

Floyd E. Wilson, Executive Director
1400 McCormick Dr., Ste. 281
Largo, MD 20774
301-883-6480
www.goprincegeorgescounty.com
fewilson@pg.md.us

Metropolitan Entrepreneurial Center

Earl R. King, President
8607 2nd Ave., Ste. 306A
Silver Spring, MD 20910
301-585-0899
eking401@verizon.net
www.mecmd.biz

Washington DC Economic Development Administration

1401 Constitution Ave. N.W.
Washington, DC 20230
202-482-5081

Operation Hope - Hope Center

Candice Reynolds, Small Bus. Lending Consult.
2509 Good Hope Rd. S.E.
Washington, DC 20020
202-582-2212
Dandicereynolds@operationhope.org

DC Chamber of Commerce Business Resource Center

7059 Blair Rd. N.W., Ste. 203
Washington, DC 20012
202-545-0220
www.brc.dc.gov/gabrc

Washington Area Community Investment Fund

Donna Grigsby, Executive Director
3624 12th St. N.E.
Washington, DC 20017
202-529-5505 ext. 11
www.wacif.org

Washington, DC Minority Business Development Center

Ulhas Kamai, Director Programs Services
64 New York Ave. N.E., Ste. 3150
Washington, DC 20002
202-671-1509

Wheeler Creek Community Development Corporation

Bessie Swan, Executive Director
1130 Varney St. S.E.
Washington, DC 20032
202-574-1508
www.wheelerce.org

VETERANS BUSINESS DEVELOPMENT

The SBA offers a variety of services to American veterans who have made or are seeking to make the transition from service member to small business owner. Each of SBA's 68 district offices throughout the country has designated a Veterans Business Development Officer to help veterans prepare, plan and succeed in entrepreneurship. The Veterans Business Outreach Center Program provides online and face-to-face entrepreneurial development services such as business training, counseling and mentoring to eligible veterans owning or considering starting a small business. SBDCs and SCORE also provide targeted management assistance to veterans who are current or prospective small business owners. SCORE also provides resources and counseling services online at: www.score.org.

The SBA offers special assistance for activated Reserve and National Guard members and the small businesses they work in or own. Any self-employed Reserve or Guard member with an existing SBA loan can request from their SBA lender or SBA district office, loan payment deferrals, interest rate reductions and other relief after they receive their activation orders.

The SBA offers special low-interest-rate financing to small businesses when an owner or essential employee is called to active duty. The Military Reservist Economic Injury Disaster Loan Program provides loans to eligible small businesses to cover operating costs that cannot be met due to the loss of an essential employee called to active duty in the reserves or National Guard. Small businesses may apply for MREIDLs of up to \$1.5 million if they have been financially impacted by the loss of an essential

employee. The SBA has created a special Web page specifically for Reserve and Guard members at: <http://www.sba.gov/aboutsba/sbaprograms/reservists/index.html>.

To ensure that veterans, service-disabled veterans and Reserve and National Guard member entrepreneurs receive special consideration in all its entrepreneurial programs and resources, the SBA has established a fully staffed Office of Veterans Business Development. OVBD develops and distributes various informational materials for entrepreneurship such as the Veterans Business Resource Guide, VET Gazette, Getting Veterans Back to Work, and various other materials. Veterans may access these resources and other assistance from OVBD by visiting the Web site at: www.sba.gov/VETS/.

For more information or special assistance with government contracting, including programs for veterans and service-disabled veterans, please check the Contracting Opportunities section of this publication, and the Web site above.

SBA's Patriot Express Initiative has new and enhanced programs and services for veterans and members of the military community wanting to establish or expand small businesses. See the Financing section for more information on Patriot Express.

NATIVE AMERICAN BUSINESS DEVELOPMENT

The SBA is also working to ensure that entrepreneurship opportunities are available for American Indians, Native Alaskans and Native Hawaiians seeking to create, develop and expand small businesses. These groups have full access to the necessary business development and expansion tools available through the agency's entrepreneurial development, lending and procurement programs. More information is at: <http://www.sba.gov/aboutsba/sbaprograms/naa/index.html>

WRITING A BUSINESS PLAN

After you've thought about your business, the next step is to develop a business plan. The business plan is a formal document explaining in some detail your plans to develop a financially successful business. It's vitally important for two reasons:

- Preparing a business plan forces you to think through every aspect of your business. If you need outside money, your business plan will be one of the first things the lender or investor wants to see.
- A business plan serves as an assessment tool for you.

A comprehensive business plan is not done on the spur of the moment. It can be a long process, and you need good advice. The

SBA and its resource partners, including Small Business Development Centers located on many college campuses, Veterans Business Outreach Centers, SCORE, Counselors to America's Small Business, and Women's Business Centers, have the expertise to help you craft a winning business plan.

You can find the nearest SBDC at: <http://www.sba.gov/aboutsba/sbaprograms/sbdc/index.html>.

IN GENERAL, HERE'S WHAT A GOOD BUSINESS PLAN CONTAINS:

Introduction

- Give a detailed description of the business and its goals.
- Discuss ownership of the business and its legal structure.
- List the skills and experience you bring to the business.
- Discuss the advantages you and your business have over competitors.

Marketing

- Discuss the products and services your company will offer.

- Identify customer demand for your products and services.
- Identify your market, its size and locations.
- Explain how your products and services will be advertised and marketed.
- Explain your pricing strategy.

Financial Management

- Develop an expected return on investment and monthly cash flow for the first year.
- Provide projected income statements, and balance sheets for a two-year period.
- Discuss your break-even point.
- Explain your personal balance sheet and method of compensation.
- Discuss who will maintain your accounting records and how they will be kept.
- Provide "what if" statements addressing alternative approaches to problems that may develop.

Operations

- Explain how the business will be managed day-to-day.
- Discuss hiring and personnel procedures.
- Discuss insurance, lease or rent agreements, and issues pertinent to your business.
- Account for the equipment necessary to produce your goods or services.

TAKE OFF

We help small businesses

WITH SBA LOANS FOR
Working Capital • Business Start-Up • Acquisition • Expansion

Access National Bank is an **SBA Preferred Lender**, and ranked **#1 SBA 7a Community Bank Lender** in Northern Virginia by dollar volume. Our team of financial professionals is ready to help you take care of business today and reach your goals for tomorrow with everything you need from **online banking to high-yield investments**.

Contact us today & get ready to take off!

TED LAUER
703-871-2104
TLauer@accessnationalbank.com
www.AccessNationalBank.com Member FDIC

Access National Bank
progressive business banking

- Account for production and delivery of products and services.

Concluding Statement

Summarize your business goals and objectives and express your commitment to the success of your business. Once you have completed your business plan, review it with a friend or business associate or SCORE counselor or Small Business Development Center representative.

Remember, the business plan is a flexible document that should change as your business grows.

SCORE

SCORE is a 10,500-member volunteer nonprofit association which operates under a cooperative agreement with the U.S. Small Business Administration. SCORE, with more than 40 years experience helping small businesses succeed, matches volunteer business-management counselors with clients in need of expert advice. SCORE has experts in virtually every area of business management and maintains a national skills roster to help identify the best counselor for a particular client. Volunteer counselors, whose collective experience spans the full range of American enterprise, share their management and technical expertise with both current and prospective small business owners.

Most SCORE volunteers are retired business owners or managers, though some members are still actively employed. Volunteers work in or near their home communities to provide management counseling and training to first-time entrepreneurs and current small business owners. They meet with clients at a SCORE chapter office, an SBA office or at the client's place of business.

Every effort is made to match a client's needs with a counselor who is experienced in a comparable line of business. All individual and team counseling is free; there may be a nominal fee for workshops and seminars.

Through in-depth counseling and training, SCORE volunteers help prospective and established small business owners and managers identify problems, determine the causes and find solutions.

Any small business can obtain help from SCORE. Whether you are considering starting your own business, have a business that is experiencing problems, are ready to expand, or need some other type of advice, SCORE can help. The approach is confidential and personal. You don't need to be applying for or have an SBA loan to participate in the program. In fact, an idea is all that is necessary; consultation and counseling

before a business start-up is an important part of SCORE's service.

SCORE Washington DC Chapter

Fred Glave, Chairman
740 15th St. N.W.
Washington, DC 20005
202-272-0390 • 202-638-7670 Fax
chapter1@scoredc.org

Enhanced Business Information Center

Kelvin Johnson
Office of Local Small Business Development
Martin Luther King Jr. Memorial Library
901 G St. N.W.
Washington, DC 20001
202-727-3257
Tuesday and Thursday
By appointment

Montgomery County, Maryland Montgomery County Chamber of Commerce

Mike Getz, Counselor
51 Monroe St., Ste. 1800
Rockville, MD 20850
301-738-0015
By appointment

The Wheaton-Kensington Chamber of Commerce

Eugene Rosen, Counselor
2401 Blue Ridge Ave., Ste. 101
Wheaton, MD 20902
301-949-0080
Wednesday 9:00 a.m. - 3:00 p.m.
By appointment

The Rockville Library Business Center

Larry Tremonti - Tuesdays
Bruce Gitlin - Wednesdays
Som Karachetty - Thursday
21 Maryland Ave.
Rockville, MD 20850
240-777-0001
By appointment

The Montgomery County Department of Economic Development

Larry Tremonti, Counselor
8070 Georgia Ave., Ste. 500
Silver Spring, MD 20910
202-272-3090
By appointment

The Silver Spring Chamber of Commerce

Harry Skull, Counselor
Lee Plaza
8601 George Ave., Ste. 203
Silver Spring, MD 20910
301-565-3777
Thursday 2:00 p.m. - 5:00 p.m.
By appointment

Olney Chamber of Commerce

Fred L. Olson, Counselor
3460 Olney Laytonville Rd., Ste. 211
Olney, MD 20832
301-924-3555
By appointment

Rockville Chamber of Commerce

255 Rockville Pike, Ste. L-10
Rockville, MD 20850
301-424-9300
Tuesday 9:00 a.m. - 3:00 p.m. By appointment

Department of Economic Development Silver Spring Innovation Center

Mike Benesch, Counselor
Al Jurist, Counselor
8070 Georgia Ave., Ste. 105
Silver Spring, MD 20901
301-589-9442
Mike Benesch - Tuesdays 10:00 a.m. - 3:00 p.m.

Prince George's County, Maryland Prince George's County Small Business Initiative

Miriam Cutler, Counselor - Tuesday
Rudy Coleman, Counselor - Wednesday
John Kearney, Counselor - Thursdays
1100 Mercantile Ln., Ste. 115 A
Largo, MD 20774
301-583-4603
By Appointment

Northern Virginia Arlington Economic Development

1100 N. Glebe Rd., Ste. 1500
Arlington, VA 22201
703-228-0808
Thursday
Joseph Clarke, Counselor By appointment

Fairfax County Chamber of Commerce

Eugene Davidson, Counselor
8230 Old Courthouse Rd., Ste. 300
Vienna, VA 22182
703-749-0400
Friday 10:00 a.m. - 12:00 Noon
By appointment

South Fairfax Community Business Partnership

John Kearney, Counselor
7001 Loisdale Rd., Ste. C
Springfield, VA 22150
703-768-1440
Wednesday
By appointment

Greater Reston Chamber of Commerce

Fred Glave, Counselor
1763 Fountain Dr.
Reston, VA 20190
703-707-9045
Wednesday 1:00 p.m. - 3:00 p.m.
By appointment

Herndon-Dulles Chamber of Commerce

Donavan Dean, Counselor
730 Eldon St.
Herndon, VA 20172
571-323-5304
Wednesday 11:00 a.m. - 1:00 p.m.
By appointment

Fairfax County Economic Development Authority

David Krauskopf and Paul Robberson,
Counselors
8300 Boone Blvd., Ste. 450
Vienna, VA 22182
703-790-0600
By appointment

SCORE's Presence on the Internet

SCORE can also be found on the Internet at www.score.org. SCORE's presence on the Internet makes it possible to reach more small business clients than ever with online mentoring and counseling services.

Business owners are now turning to the technology of the Web to fulfill their needs for information and advice. SCORE is primed to meet their requests for help by offering e-mail counseling, maps to local SCORE chapters, hotlinks to other business resources on the Internet and more at the click of a mouse. E-mail counseling is provided by the Cyber-chapter, which now includes more than 1,200 online members. You can choose from almost 800 unique skills to find the cybercounselor who best suits your individual needs, including special counseling for veterans, service-disabled veterans and Reserve component members. Log on to SCORE's Internet site at www.score.org to take advantage of the many services SCORE has to offer your business.

SMALL BUSINESS DEVELOPMENT CENTERS

As the SBA's largest non-finance program, Small Business Development Centers meet the needs of small businesses and promote economic development in local communities by helping to create and retain jobs. Partially funded by a cooperative agreement with SBA, SBDCs meet the counseling and training needs of more than 650,000 start-ups or existing business clients annually.

SBDCs provide services such as development of business plans, manufacturing assistance, financial packaging assistance, contracting assistance and international trade assistance. Special emphasis areas include e-commerce, technology transfer, IRS, EPA and OSHA regulatory compliance, research and development, Defense Economic Transition Assistance, disaster recovery assistance and market research. Based on client needs, SBDCs tailor their services to meet the evolving needs of the local small business community.

SBDCs deliver management and technical assistance to prospective and existing small businesses using an effective business

education network of 63 lead centers and more than 1,000 service-center locations contracted to manage a broad-based SBDC program. SBDCs are located throughout the U.S., District of Columbia, Guam, Puerto Rico, American Samoa and the U.S. Virgin Islands.

There are specialized programs for small businesses owned by individuals who are socially and economically disadvantaged, women, veterans, Reservists, people with disabilities and persons in low- and moderate-income urban and rural areas.

For more information, visit the Web site at: www.sba.gov/aboutsba/sbaprograms/sbdc/index.html.

District of Columbia Lead SBDC

DC SBDC at Howard University

Henry Turner, Executive Director
2600 6th St. N.W., Rm. 128
Washington, DC 20059
202-806-1550 • 202-806-1777 Fax
hturner@howard.edu
www.dcsbdc.com

University of the District of Columbia School of Business and Public Administration

Kelvin Johnson, Director
4340 Connecticut Ave. N.W., Ste. 507-B
Washington, DC 20008
202-274-7030 • 202-274-7105 Fax
kjohnson@udc.edu
www.dcsbdc.com

Anacostia Economic Development Corporation

Bill Hague, Director
1800 Martin Luther King Jr. Ave. S.E., #100
Washington, DC 20020
202-889-5090 • 202-889-5089 Fax
bill@aedc.net
www.dcsbdc.com

Maryland Capitol Region SBDC

7100 Baltimore Ave., Ste. 400
College Park, MD 20740
301-403-0501 ext. 19 • 301-403-0505 Fax
aruiz@mdsbdc.umd.edu
www.capitalsbdc.umd.edu

Maryland Capitol Region SBDC*

Wheaton Business Innovation Center
(Tuesday thru Friday)
Maryland Small Business Development Center
11002 Veirs Mill Rd., 7th Fl.
Wheaton, MD 20902
301-942-4005 • 301-942-4493 Fax

* The Capitol Region SBDC serves both Montgomery and Prince George's Counties.

Virginia Alexandria SBDC

Bill Reagan, Director
801 N. Fairfax Dr., Rm. 402
Alexandria, VA 22314
703-778-1292 • 703-778-1293 Fax
billr@alexandriasbdc.org
www.alexandriasbdc.org

South Fairfax SBDC

Patricia Peacock, Director
7001 Loisdale Rd., Ste. C
Springfield, VA 22150
703-768-1440 • 703-768-0547 Fax
patricia@cbponline.org
www.cbponline.org

Fairfax SBDC

John Casey, Director
4031 University Dr., Ste. 200
Fairfax, VA 22030
703-277-7700 • 703-277-7722 Fax
jcaseyi@gmu.edu

Loudoun County SBDC

Robin Suomi, Executive Director
21145 Whitfield Pl., Ste. 104
Sterling, VA 20165
703-430-7222 • 703-430-7258 Fax
rsuomi@loudounsbdc.org
www.loudounsbdc.org

U.S. EXPORT ASSISTANCE CENTER (USEAC)

U.S. Export Assistance Centers, which consist of SBA staff and the U.S. Department of Commerce in a single location, provide trade promotion and export-finance assistance for small businesses. The USEACs also work closely with other federal, state and local international trade organizations. To find the USEAC nearest to you, go to: <http://www.sba.gov/aboutsba/sbaprograms/internationaltrade/useac/index.html>.

Pru Balatero

Regional Manager,
International Trade Programs
U.S. Export Assistance Center
2601 4th Ave., Ste. 320
Seattle, Washington 98121
206-553-0051 ext. 228
206-553-7253 Fax
pru.balatero@mail.doc.gov

REGULATIONS

KNOWING THE RULES

Paying Attention to Detail Can Save Time and Money



It may be inconceivable to you that your home-based consulting service or hand-knit sweater business would have to comply with any of the numerous local, state, and federal regulations, but in all likelihood it will. Avoid the temptation to ignore regulatory details. Doing so may avert some red tape in the short term, but could be an obstacle as your business grows. Taking the time to research the applicable regulations is as important as knowing your market. Below is a checklist of the most common requirements that affect small businesses, but it is by no means exhaustive. Bear in mind that regulations vary by industry. If you're in the food service business, for example, you will have to deal with the health department. If you use chemical solvents, you will have environmental compliances to meet. Carefully investigate the regulations that affect your industry. Being out of compliance could leave you unprotected legally, lead to expensive penalties and jeopardize your business.

BUSINESS.GOV

Business.gov is the official business link to the U.S. government providing a one-stop shop for federal resources from the federal government agencies that regulate or serve businesses.

Business.gov's new "Permit Me" feature provides a single source for obtaining federal and state permits and professional licenses for businesses. While most businesses in the

United States are required to obtain a permit, professional license, or identification number to operate, finding the right license can be a major challenge for potential business owners.

"Feature Topics" focuses on common business concerns. It provides context to the compliance information provided on the site and helps business owners understand in plain language the regulatory requirements their businesses face. Additional topics will be added on a regular basis in response to the most frequent searches on the site.

The Content Partners Program formalizes relationships with government agencies, trade associations and professional organizations to develop compliance assistance tools and resources for small- and medium-sized businesses. Partner organizations provide domain specific compliance information featured on the site's Feature Topics and Compliance Guides pages. Business.gov is managed by the SBA in partnership with 21 other federal agencies. You're just a computer click away from help 24-hours a day at: www.business.gov.

BUSINESS ORGANIZATION

There are many forms of legal structure you may choose for your business. The most common structures are Sole Proprietorships, General and Limited Partnerships, C and S Corporations and Limited Liability Companies. Each legal structure offers organizational options which are appropriate

for different personal situations and which affect tax and liability issues. We suggest you research each legal structure thoroughly and consult a tax accountant and/or attorney prior to making your decision.

CHOOSING YOUR BUSINESS STRUCTURE

You may operate your business under one of many organizational structures. The most common organizational structures are sole proprietorships, general and limited partnerships, "C" and "S" corporations and limited liability companies.

Each structure offers unique tax and liability benefits. If you're uncertain which format of business is right for you, contact your local SBA office, SBDC, SCORE or WBC for assistance.

Sole Proprietorship

One person operating a business as an individual is a sole proprietorship. It's the most common form of business organization. Profits are taxed as income to the owner personally. The personal tax rate is usually lower than the corporate tax rates. The owner has complete control of the business, but faces unlimited liability for its debts. There is very little government regulation or reporting.

General Partnership

A partnership exists when two or more persons join together in the operation and management of a business. Partnerships are subject to relatively little regulation and are fairly easy to establish. A formal partnership is recommended to address potential conflicts such as, who will be responsible for performing each task; what, if any, consultation is needed between partners before major decisions, what happens when a partner dies, and so on. Under a general partnership each partner is liable for all debts of the business. Profits are taxed as income to the partners based on their ownership percentage.

Limited Partnership

Like a general partnership, a limited partnership is established by an agreement between two or more individuals. However, there are two types of partners.

- A general partner has greater control in some aspects of the partnership. For example, only a general partner can decide to dissolve the partnership. General partners have no limits on the dividends they can receive from profit so they incur unlimited liability.
- Limited partners can only receive a share of profits based on the proportional amount on their investment, and the liability is similarly limited in proportion to their investment.

“C” Corporation

A “C” corporation is a legal entity created under State law by the filing of articles of incorporation. A corporation is a separate entity having its own rights, privileges and liabilities, apart from those of the individual(s) forming the corporation. It’s the most complex form of business organization and is comprised of shareholders, directors and officers. Since the corporation is an entity in its own right it can own assets, borrow money and perform business functions without directly involving the owners. Corporations are subject to more government regulation and it offers the owners the advantage of limited liability, but not total protection from lawsuits.

Subchapter “S” Corporation

Subchapter “S” references a special part of the Internal Revenue Code that permits a corporation to be taxed as a partnership or sole proprietorship, with profits taxed at the individual, rather than the corporate rate. A business must meet certain requirements for Subchapter “S” status. Contact the IRS for more information.

LLCs and LLPs

The limited liability company is a relatively new business form. It combines selected corporate and partnership characteristics while still maintaining status as a legal entity distinct from its owners. As a separate entity it can acquire assets, incur liabilities and conduct business. It limits liability for the owners. LLC owners risk only their investment, not personal assets. The limited liability partnership is similar to the LLC, but it is for professional organizations.

BUSINESS LICENSES

There are many types of licenses, both state and local as well as professional. Depending on what you do and where you plan to operate, your business may be required to have various state and/or municipal licenses, certificates or permits.

Licenses are typically administered by a variety of state and departments. Consult your state or local government for assistance.

FICTITIOUS BUSINESS NAME

Registering your business name, after doing a search to make sure that it is not already in use, protects you from others who might be using the same name. For more information, contact the county clerk’s office in the county where your business is based.

BUSINESS INSURANCE

Like home insurance, business insurance protects the contents of your business against fire, theft and other losses. Contact your insurance agent or broker. It is prudent for any business to purchase a number of basic types of insurance. Some types of coverage are required by law, other simply make good business sense. The types of insurance listed below are among the most commonly used and are merely a starting point for evaluating the needs of your business.

Liability Insurance – Businesses may incur various forms of liability in conducting their normal activities. One of the most common types is product liability, which may be incurred when a customer suffers harm from using the business product. There are many other types of liability, which are frequently related to specific industries. Liability law is constantly changing. An analysis of your liability insurance needs by a competent professional is vital in determining an adequate and appropriate level of protection for your business.

Property – There are many different types of property insurance and levels of coverage available. It is important to determine the property you need to insure for the continuation of your business and the level of insurance you need to replace or rebuild. You must also understand the terms of the insurance, including any limitations or waivers of coverage.

Business Interruption – While property insurance may pay enough to replace damaged or destroyed equipment or buildings, how will you pay costs such as taxes, utilities and other continuing expenses during the period between when the damage occurs and when the property is replaced? Business Interruption (or “business income”) insurance can provide sufficient funds to pay your fixed expenses during a period of time when your business is not operational.

“Key Man” – If you (and/or any other individual) are so critical to the operation of your business that it cannot continue in the event of your illness or death, you should consider “key man” insurance. This type of policy is frequently required by banks or

government loan programs. It also can be used to provide continuity in operations during a period of ownership transition caused by the death or incapacitation of an owner or other “key” employee.

Automobile – It is obvious that a vehicle owned by your business should be insured for both liability and replacement purposes. What is less obvious is that you may need special insurance (called “non-owned automobile coverage”) if you use your personal vehicle on company business. This policy covers the business’ liability for any damage which may result for such usage.

Officer and Director – Under most state laws, officers and directors of a corporation may become personally liable for their actions on behalf of the company. This type of policy covers this liability.

Home Office – If you are establishing an office in your home, it is a good idea to contact your homeowners’ insurance company to update your policy to include coverage for office equipment. This coverage is not automatically included in a standard homeowner’s policy.

EMPLOYER IDENTIFICATION NUMBER

An EIN, Form SS-4, also known as a federal tax identification number, is used to identify a business entity. Generally all businesses need an EIN. You may apply for an EIN in a variety of ways, including online, phone, fax. Taxpayers can call a toll-free number, 800-829-4933, to get an EIN. Internal Revenue Service customer service representatives are available to answer calls Monday through Friday, from 7:30 a.m. to 5:30 p.m. customer’s local time.

Taxpayers can fax EIN requests seven days a week/24 hours a day by dialing the fax number to one of three IRS Campus’ that accept applications. The instructions on the newly revised Form SS-4, Application for Employer ID Number, indicate which IRS Campus is assigned to their specific state. Detailed information and an electronic SS-4 can be found at the IRS Small Business/Self Employed Community Web site at: <http://www.irs.gov/businesses/small/index.html>, click on New Businesses. Faxed applications are processed in four days. The IRS Campus’ accepting faxed applications are:

Holtsville, NY 631-447-8960
Cincinnati, OH 859-669-5760
Philadelphia, PA 215-516-3990

IRS accepts third party Form SS-4’s. Tax practitioners complete the new “Third Party Designee” section on their client’s behalf by

obtaining the client's signature on Form SS-4. IRS no longer requires that practitioners file a Form 2848, Power of Attorney or Form 8821, Tax Information Authorization to get an EIN for their clients.

FEDERAL SELF-EMPLOYMENT TAX

Everyone must pay Social Security and Medicare coverage. If you are self-employed, your contributions are made through the self-employment tax.

The IRS has publications, counselors and workshops available to help you sort it out. For more information, contact the IRS at 800-829-1040.

BUSINESS TAX INFORMATION

If you plan to hire employees you are also required to obtain a Federal Employee Identification Number from the IRS. To obtain the registration form and reference documents, contact the IRS at 800-829-1040 or visit their website: <http://www.irs.gov/businesses/small/index.html> for complete information.

SALES TAX EXEMPTION CERTIFICATE

If you plan to sell products, you will need a Sales Tax Exemption Certificate. It allows you to purchase inventory, or materials, which will become part of the product you sell, from suppliers without paying taxes. It requires you to charge sales tax to your customers, which you are responsible for remitting to the state. You will have to pay penalties if it is found that you should have been taxing your products and now owe back taxes to the state. For information on sales tax issues, visit your state's Web page.

In the District of Columbia Office of Tax and Revenue

441 4th St. N.W.
Washington, DC 20006
202-727-4829

In Virginia Virginia Department of Taxation

Office of Customer Services
P.O. Box 1115
Richmond, VA 23218-1115
804-367-8037
www.business.tax.virginia.gov

In Maryland Taxpayer Registration Assistance Center

301 W. Preston St., Rm. 206
Baltimore, MD 21201
410-767-1318

FEDERAL INCOME TAX

Like the state income tax, the method of paying federal income taxes depends upon your legal form of business. The following procedures must be considered:

Sole Proprietorship: You must file IRS Federal Form Schedule C along with your personal Federal Income Tax return (Form 1040) and any other applicable forms pertaining to gains or losses in your business activity.

Partnership: You must file a Federal Partnership return (Form 1065). This is merely informational to show gross and net earnings of profit and loss. Also, each partner must report his share of partnership earnings on his individual Form 1040 based on the information from the K-1 filed with the Form 1065.

Corporation: You must file a Federal Corporation Income Tax (Form 1120). You will also be required to report our earning from the corporation including salary and other income such as dividends on your personal federal income tax return (Form 1040).

FEDERAL PAYROLL TAX

Federal Withholding Tax: Any business employing a person must register with the IRS and acquire an EIN and pay federal withholding tax at least quarterly. File Form SS-4 with IRS to obtain number and required tax forms. Call 800-829-3676 or 800-829-1040 if you have questions.

SOCIAL SECURITY CARDS

All employees must have a social security card. It must be signed by its owner, and you should always ask to see and personally record the social security number. Failure to do so may cause your employee to lose benefits and considerable trouble for yourself in back tracking to uncover the error.

Each pay day, your employees must receive a statement from you telling them what deductions were made and how many dollars were taken out for each legal purpose. This can be on the check as a detachable portion or in the form of an envelope with the items printed and spaces for dollar deductions to be filled in. No deductions may be made by any employer for any reason unless the employee has previously signed a paper authorizing the deduction. There are no exceptions.

EMPLOYEE CONSIDERATIONS

Taxes

If you have any employees, including officers of a corporation but not the sole proprietor or partners, you must make

periodic payments, and/or file quarterly reports about payroll taxes and other mandatory deductions. You may contact these government agencies for information, assistance and forms.

Social Security Administration

800-772-1213
<http://www.ssa.gov>

Federal Withholding

U.S. Internal Revenue Service
800-829-1040
<http://www.irs.gov>

Social Security's Business Services Online

The Social Security Administration provides free electronic services online at www.socialsecurity.gov/employer/. Once registered for Business Services Online, business owners or their authorized representatives can: file W-2s online, and verify Social Security Numbers through the Social Security Number Verification Service (SSNVS), which can be used for all employees prior to preparing and submitting Forms W-2.

Employee Insurance

If you hire employees you may be required to provide unemployment or workers' compensation insurance. For more information, contact one of the following:

In the District of Columbia Office of Employee Insurance

609 H St. N.E., 3rd Fl.
Washington, DC 20002
202-724-7000

In Maryland State Department of Assessments and Taxation

Corporate Charter Division
301 W. Preston St., Rm. 809
Baltimore, MD 21201
410-767-1350

In Virginia

5520 Cherokee Ave., Ste. 100
Alexandria, VA 22312
703-813-1300
or
13135 Lee Jackson Hwy.
Fairfax, VA 22030
703-803-1100
www.vec.state.va.us

WORKPLACE PROGRAM

Americans with Disabilities (ADA): For assistance or clarification with the ADA, call 800-669-3362 or visit them at: <http://www.ada.gov>.

USCIS

The Federal Immigration Reform and Control Act of 1986 requires employers to verify employment eligibility of new employees. The law obligates an employer to process Employment Eligibility Verification Form I-9. The U.S. Citizenship and Immigration Services Office of Business Liaison offers a selection of information bulletins and live assistance through the Employer Hotline. For forms call 800-870-3676, for the Employer Hotline call 800-357-2099.

SAFETY & HEALTH REGULATIONS

All businesses with employees are required to comply with state and federal regulations regarding the protection of employees. The Occupational Safety and Health Administration outlines specific health and safety standards adopted by the U.S. Department of Labor.

Use of hazardous substances in businesses is highly regulated and there are heavy fines for non-compliance.

Federal Occupational Safety & Health Administration

Department of Labor
820 First St. N.E.
Washington, DC 20020
202-693-5000

In District of Columbia Hazardous Waste

51 N. St. N.E.
Washington, DC 20002
202-535-2270

In Virginia Department of Environmental Quality

3901 Crown Ct.
Woodbridge, VA 22193
703-583-3800

In Maryland Maryland Department of the Environment

1800 Washington Blvd.
Baltimore, MD 21230
410-537-3000 or 800-633-6101
www.mde.state.md.us

BUILDING CODES, PERMITS AND ZONING

It is important to consider zoning regulations when choosing a site for your business. You may not be permitted to conduct business out of your home or engage in industrial activity in a retail district. Contact the business license office in the city or town where the business is located.

BAR CODING

GSI US™ (not a government agency) provides a unique company number to create bar codes (including UPCs) for your products. Many stores require bar coding on packaged products. Many industrial and manufacturing companies also use bar coding to identify items they receive and ship. GSI US, formerly the Uniform Code Council, Inc., provides tools and assistance to help you meet these requirements. For information, visit www.gsius.org/pc. For additional questions, contact:

GSI US

7887 Washington Village Dr., Ste. 300
Dayton, OH 45459-8605
937-435-3870

Federal Registration of Trademarks and copyrights

Trademarks or service marks are words, phrases, symbols, designs or combinations that identify and distinguish the source of goods. Trademarks may be registered at both the state and federal level. To register a federal trademark, contact:

Patent and Trademark Office:

P.O. Box 1450
Alexandria, VA 22313-1450
800-786-9199
<http://www.uspto.gov/>

Trademark Information Hotline

703-308-9000

State Registration of a Trademark

Trademarks and service marks may be registered in a state.

Caution: Federally registered trademarks may conflict with and supersede state registered business and product names.

Patents

A patent is the grant of a property right to the inventor by the U.S. Patent and Trademark Office. It provides the owner with the right to exclude others from making, using, offering for sale or selling the patented item in the United States.

Additional information is provided in the publications, General Information Concerning Patents and other publications distributed through the U.S. Patent and Trademark Office. For more information, contact the:

U.S. Patent and Trademark Office

800-786-9199 • <http://www.uspto.gov>

Copyrights

Copyrights protect original works of authorship including literary, dramatic, musical and artistic, and certain other intellectual works. Copyright does not protect facts, ideas and systems, although it may protect the way these things are expressed. For general information contact:

U.S. Copyright Office

U.S. Library of Congress
James Madison Memorial Building
Washington, DC 20559
202-707-9100 - Order Line
202-707-3000 - Information Line
www.copyright.gov

SUCCESS
STORY

Dreams Do Come True _____ continued from page 7

New rules make it easier for non-minority firms to participate by proving their social disadvantage.

Ms. Dittmar attributes her early success to securing contracts, seeking financing and creating a sound strategic plan. She also took advantage of SCORE to assist with setting up a financial infrastructure. Initially the business did not grow as fast as plan. Ms. Dittmar faced the many challenges that most business do, she had to mortgage her home to secure financing due to the business not having a track record in order to obtain financing, the unexpected lost of two key sub contracts and the attempt to recruit talented individuals during the "dot bomb" era for a start-up businesses.

Now, Trusted Mission Solutions, Inc. is ranked 74th of the Top 100 fastest growing companies in the Metropolitan area by Inc. Magazine. Trusted Missions

Solutions, Inc. has reaped the benefits of participating in SBA's Mentor-Protégé Program with Base Technologies, Inc., another successful 8(a) graduate. This relationship has allowed Trusted Mission Solutions, Inc. to pursue and win larger contracts. Recently, Ms. Dittmar was able to form an 8(a) joint venture and won a Department of State indefinite order indefinite quantity five year contract with a ceiling value of over \$100M.

To whom much is given, much is required. Ms. Dittmar's is now focused on giving back to the community after surviving the establishment of her business. Trusted Mission Solutions, Inc. has been a corporate sponsor for the Juvenile Diabetes Research Foundation Walk and have supported the Asian American Justice Center.

■ To register a business and to file a registration for business tax contact:

OFFICE OF CONSUMER AND REGULATORY AFFAIRS, BUSINESS LICENSING

941 N. Capitol St. N.E., 1st Fl.
Washington, DC 20006
202-442-4400

■ To register a corporation or partnership and to file a registration for corporation or partnership license tax:

CORPORATION LICENSING

941 N. Capitol St. N.E.
Washington, DC 20006
202-442-4432

■ For a Certificate of Occupancy:

PERMITS ISSUANCE SERVICE CENTER

941 N. Capitol St. N.E., 2nd Fl.
Washington, DC 20006
202-442-9469

IN MARYLAND

PRINCE GEORGE'S COUNTY:

■ General partnerships do not need to be registered.
■ For Corporations, Limited Partnerships, Limited Liability Partnerships (LLP), Limited Liability Corporations (LLC) or Trade Name:

DEPARTMENT OF ASSESSMENTS AND TAXATION

301 W. Preston St.
Baltimore, MD 21201
410-767-4991 or in MD only 888-246-5941 or visit www.dat.state.md.us

■ For Certificate of Occupancy:

LICENSES AND PERMITS OFFICE

9400 Peppercorn Pl., Ste. 600
Largo, MD 20774
301-883-5784 or visit: www.co.pg.md.us

■ For business licensing of retail, wholesale and contracting businesses (at home services do not need to be licensed):

LICENSING OFFICE

County Administration Bldg.
14741 Gov. Ogden Bowie Dr., Rm. L
Upper Marlboro, MD 20772
301-952-3330

MONTGOMERY COUNTY:

■ General partnerships do not need to be registered.
■ For Corporations, Limited Partnerships, Limited Liability Partnerships (LLP), Limited Liability Corporations (LLC) or trade name:

DEPARTMENT OF ASSESSMENTS AND TAXATION

301 W. Preston St.
Baltimore, MD 21201
410-767-1350 or in MD only 888-246-5941 or visit www.dat.state.md.us

■ For Certificate of Occupancy:

DEPARTMENT OF PERMITTING SERVICES

255 Rockville Pike, 2nd Fl.
Rockville, MD 20850
240-777-6295 or visit:

www.montgomerycountymd.gov

■ For business licensing of retail, wholesale and contracting businesses (at home services do not need to be licensed):

LICENSING

Clerk of the Circuit Court
50 Maryland Ave.
Rockville, MD 20850
240-777-9460

■ Home-based businesses must register their name by contacting:

OFFICE OF ASSESSMENTS

Personal Property Office
51 Monroe St., 3rd Fl.
Rockville, MD 20850
301-279-1329 or visit: www.dat.state.md.us

IN VIRGINIA

■ To register a corporation or limited partnership in any Virginia jurisdiction:

STATE CORPORATION COMMISSION

P.O. Box 1197
Richmond, VA 23218
804-371-9733
Inquiries outside of the Richmond area:
866-722-2551
Fee: \$100 for limited partnerships;
\$75 for corporations with up to 25,000 shares.
www.state.va.us/scc

ARLINGTON COUNTY:

■ To register a General Partnership or Trade Name:

CLERK OF THE CIRCUIT COURT

1425 N. Courthouse Rd., 6th Fl.
Arlington, VA 22201
703-228-4372 or 7010
Fee: \$10 plus \$1 for each partner over the first four.

FOR CERTIFICATE OF OCCUPANCY:

DEPT. OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT ZONING DIVISION

One Courthouse Plz., Ste. 812
2100 Clarendon Blvd.
Arlington, VA 22201
703-228-3883

■ All businesses must file a recycling plan:

DEPARTMENT OF ENVIRONMENTAL SERVICES

SOLID WASTE DIVISION
4300 S. 29th St.
Arlington, VA 22206
703-228-6491 or 703-228-6570

■ To file a registration for business license tax:

COMMISSIONER OF REVENUE

One Courthouse Plz., Ste. 208
2100 Clarendon Blvd.
Arlington, VA 22201
703-228-3060

CITY OF ALEXANDRIA:

■ To register a General Partnership or Trade Name:

CLERK OF THE CIRCUIT COURT

520 King St., Rm. 307
Alexandria, VA 22314
703-838-4044

FOR CERTIFICATE OF OCCUPANCY:

CODE OF ENFORCEMENT DIVISION

Alexandria City Hall
301 King St., Rm. 4200
Alexandria, VA 22314
703-838-4360

■ For zoning approval (which is separate from the Certificate of Occupancy):

PLANNING DEPARTMENT

Alexandria City Hall
301 King St., 2nd Fl., Rm. 2100
Alexandria, VA 22314
703-838-4688

■ To file a registration for business license tax:

DEPARTMENT OF FINANCE,

BUSINESS TAX BRANCH

Alexandria City Hall
301 King St., Rm. 1700
Alexandria, VA 22314
703-838-4680

CITY OF FAIRFAX:

(SEPARATE FROM THE COUNTY)

■ To register for business tax license:

COMMISSIONER OF REVENUE
10455 Armstrong St., Rm. 210
Fairfax, VA 22030
703-385-7884

■ For Certificate of Occupancy:

ZONING OFFICE

10455 Armstrong St., Rm. 101
Fairfax, VA 22030
703-385-7820

■ This certificate should be obtained prior to getting business license.

FAIRFAX COUNTY:

■ To register a General Partnership or Trade Name:

CLERK OF THE CIRCUIT COURT

Fairfax County Judicial Center
4110 Chain Bridge Rd.
Fairfax, VA 22030
703-246-4100

■ For a Certificate of Occupancy:

OFFICE OF ZONING

12055 Government Center Pkwy., 2nd Fl.
Fairfax, VA 22033
703-222-1082, option 6

■ To file a registration for business license tax:

DEPARTMENT OF TAX ADMINISTRATION

12000 Government Center Pkwy., Ste. 223
Fairfax, VA 22003
703-222-8234

A fee is levied on the bases of the type of business and gross receipts.

CITY OF FALLS CHURCH:

■ To register for a business license and to obtain a

Certificate of Occupancy, contact the:

COMMISSIONER OF REVENUE

Harry Wells City Hall Bldg.
300 Park Ave.
Falls Church, VA 22046
703-248-5065 or 703-248-5019

LOUDOUN COUNTY:

■ To register a General Partnership or Trade Name:

CLERK OF THE CIRCUIT COURT

18 N. King St.
Leesburg, VA 20176
703-777-0270

■ For a Certificate of Occupancy (for a tenant in an existing structure) or a building permit (for a new structure):

OFFICE OF BUILDING AND DEVELOPMENT

One Harrison St. S.E., 2nd Fl./P.O. Box 7000
Leesburg, VA 20177
703-777-0220

■ To file a registration for a business license tax:

COMMISSIONER OF REVENUE

One Harrison St. S.E., 1st Fl./P.O. Box 7000
Leesburg, VA 20177
703-777-0260

Note 1: Information not included for each county: federal employee and unemployment taxes; personal property taxes; state income, employment and sales taxes; and insurance regulations.

Information common to all jurisdictions: federal employer identification number which is required by the Internal Revenue Service.

Certain types of businesses will require additional considerations for each jurisdiction, (e.g., alcohol, contractor or professional licensing.)

Note 2: Any fees listed above are subject to change.

FINANCING

GETTING APPROVED

Financing Options to Start or Grow Your Business



Many entrepreneurs need financial resources to start or expand a small business themselves and must combine what they have with other sources of financing. These sources can include family and friends, venture-capital financing, and business loans.

This section of the Small Business Resource guide discusses SBA's primary business loan and equity financing programs. These are: the 7(a) Loan Program, the Certified Development Company or 504 Loan Program, the MicroLoan Program and the Small Business Investment Company Program. The distinguishing features for these programs are the total dollar amount that can be borrowed, the type of lenders who can provide these loans, the uses for the loan proceeds, and the terms placed on the borrower.

Note: The SBA does not offer grants to individual business owners to start or grow a business. The only grants the SBA is authorized to provide are for entities to provide businesses management technical assistance to other businesses.

When you seek a business loan familiarize yourself with the SBA's business loan programs to see if they may be a viable option. The three principal players in each of these programs are — the small business, the lender and the SBA. SBA guarantees a

portion of the loan. The business should have its business plan prepared before it applies for a loan. This plan should explain what resources will be needed to accomplish the desired business purpose including the cost of everything, the applicants' contribution, use of loan proceeds, collateral, and most important, an explanation of how the business will be able to repay the loan in a timely manner.

The lender will analyze the application to see if it meets the lender's criteria as well as SBA requirements. SBA will look to the lender to do much, if not all, of the analysis before it provides its guaranty on the lender's loan or provides the microlenders with funds to re-lend to the business. The SBA's business loan programs provide a key source of financing for viable small businesses that have real potential, but cannot qualify for loans from traditional sources.

7(A) LOAN PROGRAM

The 7(a) Loan Program is the SBA's primary business loan program. It is the agency's most used non-disaster financial assistance program because of its flexibility in loan structure, variety of loan proceeds uses, and availability. This program has broad eligibility requirements and credit criteria to accommodate a wide range of financing needs.

The business loans that SBA guarantees do not come from the agency, but rather

from banks and other lenders. The loans are funded by these organizations and they make the decisions to approve or not approve the requests.

The SBA guaranty reduces the lender's risk of borrower non-payment. If the borrower defaults, the lender can request SBA to pay the lender that percentage of the outstanding balance guaranteed by SBA. This allows the lender to recover a portion from SBA of what it lent if the borrower can't make the payments. The borrower is still obligated for the full amount.

To qualify for an SBA guaranty, a small business must meet the lender's criteria and the 7(a) requirements. In addition the lender must certify that it would not provide this loan under the proposed terms and conditions unless it can obtain an SBA guaranty. If the SBA is going to provide a lender with a guaranty, the lender must be eligible creditworthy and the loan structured under conditions acceptable to SBA.

PERCENTAGE OF GUARANTIES

The SBA only guarantees a portion of any particular loan so each loan will also have an unguaranteed portion giving the lender a certain amount of exposure and risk. The percentage of guaranty depends on either the dollar amount or the method by which the lender obtains its guaranty. For 7(a) loans of \$150,000 or less the SBA will guaranty as much as 85 percent and for loans over \$150,000 the SBA can provide a guaranty of up to 75 percent. The maximum loan amount is \$2 million and the maximum guaranty amount to any one business is \$1.5 million. The one exception is when a business needs both working capital and fixed assets to promote exporting in which case the SBA can provide a maximum guaranty of \$1.75 million.

Loans made under the SBA Express program, which is discussed subsequently, have a 50 percent guaranty.

INTEREST RATES AND FEES

Both fixed and variable interest rates are available. Rates are set based on the lowest prime rate* and maturity. For loans with

maturities of less than seven years the rate will be fixed or start at prime plus no more than 2.25 percent. For loans with maturities of seven years or more the rate can be as high as prime plus 2.75 percent. For loans under \$50,000 and for loans processed through SBAExpress, rates are permitted to be higher.

The fee is based on the size of the guaranty percentage associated with the SBA loan whether the loan is short-term (12 months or less) or long-term (over 12 months). You can finance the fee.

On any loan with a maturity of one year or less, the fee is just 0.25 percent of the guaranteed portion of the loan. On loans with maturities of more than one year, the guaranty fee is 2 percent of the SBA guaranteed portion on loans up to \$150,000; 3 percent on loans over \$150,000 but not more than \$700,000; and 3.5 percent on loans over \$700,000. There is also an additional fee of 0.25 percent on any guaranteed portion over \$1 million.

*** All references to the prime rate refer to the lowest prime rate as published in the Wall Street Journal on the day the application is received by the SBA.**

7(A) LOAN MATURITIES

SBA loan programs are generally intended to encourage longer term small business financing, but actual loan maturities are based on the ability to repay, the purpose of the loan proceeds and the useful life of the assets financed. However, maximum loan maturities have been established: 25 years for real estate; up to 10 years for equipment (depending on the useful life of the equipment); and generally up to 10 years for working capital. Short-term loans and revolving lines of credit are also available through the SBA to help small businesses meet their short-term and cyclical working capital needs.

STRUCTURE

Most loans are repaid with monthly payments of principal and interest. For fixed-rate loans the payments stay the same whereas for variable rate loans the lender can re-establish the payment amount when the interest rates change or at other intervals as negotiated with the borrower. Applicants can request that the lender establish the loan with interest-only payments during the start-up and expansion phases (when eligible) to allow the business time to generate the income to start repaying the loan. There are no balloon payments or call provisions allowed on any 7(a) loan. The lender may not charge a prepayment penalty if the loan is paid off before maturity, but the SBA will charge the borrower a prepayment fee if the

loan has a maturity of 15 or more years and is pre-paid during the first three years.

COLLATERAL

The SBA expects every loan to be fully secured, however, in most cases, the SBA will not decline a request to guaranty a loan if the only unfavorable factor is insufficient collateral, if all available collateral is offered. What these two policies mean is that every SBA loan is to be secured by all available assets (both business and personal) until the recovery value equals the loan amount or until all assets have been pledged to the extent that they are reasonably available, to adequately secure the loan. Personal guaranties are required from all the principal owners of the business. Liens on personal assets of the principals may be required.

ELIGIBILITY

7(a) loan eligibility is based on four different factors. The first is size, as all loan recipients must be classified as “small” by SBA. The basic size standards are outlined below. A more in-depth listing of standards can be found at: <http://www.sba.gov/services/contractingopportunities/index.html> then select “Size Standards” from the “Contracting Opportunities” menu in the right hand column.

SBA Size Standards:

- Manufacturing from 500 to 1,500 employees
- Wholesaling — 100 employees
- Services from \$4.5 million to \$32.5 million in average annual receipts
- Retailing from \$6.5 million to \$26.5 million
- General construction from \$6.5 million to \$32 million
- Agriculture from \$750,000 to \$16.5 million in average annual receipts

Nature of Business

The second eligibility factor is based on the nature of the business and the process by which it generates income or the customers it serves. The SBA has general prohibitions against providing financial assistance to businesses involved in such activities as lending, speculating, passive investment, pyramid sales, loan packaging, presenting live performances of a prurient sexual nature, businesses involved in gambling and any illegal activity.

The SBA will also not support non-profit businesses, private clubs that limit membership on a basis other than capacity, businesses that promote a religion, businesses owned by individuals incarcerated or on probation or parole, municipalities, and situations where the business or its owners previously failed to repay a federal loan or federally assisted financing.

Use of Proceeds

The third eligibility factor is what the loan proceeds can and cannot be used for. 7(a) proceeds can be used to: purchase machinery, equipment, fixtures, supplies, leasehold improvements, as well as land and/or buildings that will be occupied by the business borrower.

Proceeds can also be used to:

- Expand or renovate facilities;
- Finance receivables and augment working capital;
- Finance seasonal lines of credit;
- Construct commercial buildings; and
- Refinance existing debt under certain conditions.

7(a) loan proceeds cannot be used (except for compensation for services rendered) for floor plan financing or to have funds for the purpose of making investments.

Miscellaneous Factors

The fourth factor involves a variety of requirements such as SBA's credit elsewhere test and utilization of personal assets requirements where the applicant business and its principal owners must use their own resources before getting a loan guaranteed by SBA. It also includes SBA's anti-discrimination rules and prohibitions on lending to agricultural enterprises because there are other agencies of the federal government with programs to fund such businesses.

However, some factors here are the SBA's most important eligibility rules, including:

- Every loan must be for a sound business purpose;
- There must be sufficient invested equity in the business so it can operate on a sound financial basis;
- There must be a potential for long-term success;
- The owners must be of good character and reputation; and
- All loans must be so sound as to reasonably assure repayment.

More can be found out about SBA's eligibility requirements at:

<http://www.sba.gov/services/> then select “Loan Eligibility” from the “Financial Assistance” list along the bottom.

What to Take to the Lender

Documentation requirements may vary; contact your lender for the information you must supply.

Common requirements include the following:

- Purpose of the loan.
- History of the business.
- Financial statements for three years (existing businesses).
- Schedule of term debts (existing businesses).

- Aging of accounts receivable and payable (existing businesses).
- Projected opening-day balance sheet (new businesses).
- Lease details.
- Amount of investment in the business by the owner(s).
- Projections of income, expenses and cash flow as well as the assumptions.
- Personal financial statements on the principal owners.
- Resume(s) of the principal owners and managers.

How the 7(a) Program Works

Applicants submit their loan application to a lender for the initial review. The lender will generally review the credit merits of the request before deciding if they will make the loan themselves or if they will need an SBA guaranty. If a guaranty is needed, the lender will also review eligibility, and the applicant should be prepared to complete some additional documents before the lender sends its request for guaranty to the SBA.

In guaranteeing the loan, the SBA assures the lender that, in the event the borrower does not repay the loan, the government will reimburse the lending institution for a portion of its loss. By providing this guaranty, the SBA is able to help tens of thousands of

small businesses every year get financing they would not otherwise obtain.

After SBA approval, the lender is notified that its loan has been guaranteed. The lender then will work with the applicant to make sure the terms and conditions are met before closing the loan, disbursing the funds, and assuming responsibility for collection and general servicing. The borrower makes monthly loan payments directly to the lender. As with any loan, the borrower is responsible for repaying the full amount of the loan in a timely manner.

What the SBA Looks for:

- Ability to repay the loan on time from the projected operating cash flow.
- Owners and operators who are of good character.
- Feasible business plan.
- Management expertise and commitment necessary for success.
- Sufficient funds, including the SBA guaranteed loan, to operate the business on a sound financial basis (for new businesses, this includes the resources to meet start-up expenses and the initial operating phase).
- Adequate equity invested in the business.
- Sufficient collateral to secure the loan or all available collateral if the loan cannot be fully secured.

SBAEXPRESS

SBAExpress is available to lenders as a way to obtain a guaranty on smaller loans up to \$350,000. The program authorizes selected experienced lenders to use mostly their own forms, analysis and procedures to process, service and liquidate SBA-guaranteed loans. The SBA guarantees up to 50 percent of an SBAExpress loan. Loans under \$25,000 do not require collateral. Like most 7(a) loans, maturities are usually five to seven years for working capital and up to 25 years for real estate or equipment. Revolving lines of credit are allowed for a maximum of seven years. For a list of lenders in your area, contact your local SBA office available at:

www.sba.gov/localresources/index.html

Washington Metropolitan Area District Office

740 15th St., 3rd Fl.
Washington, DC 20005-3544
202-272-0345
or visit: www.sba.gov/dc

PATRIOT EXPRESS

The Patriot Express Initiative pilot loan initiative is for veterans and members of the military community wanting to establish or

Passionate About Your Business?
So are we.



The Smarter Way to Buy Printing

1.800.930.0878

Use Promotional Code **SBR20P** and save **20%** off your first order!

expand a small business. Eligible military community members include:

- Veterans
- Service-disabled veterans
- Active-duty service members eligible for the military's Transition Assistance Program
- Reservists and National Guard members
- Current spouses of any of the above, including a service member
- Widowed spouse of a service member or veteran who died during service or of a service-connected disability

The Patriot Express loan is offered by SBA's widest network of lenders nationwide and features our fastest turnaround time for loan approvals. Loans are available up to \$500,000 and qualify for SBA's maximum guaranty of 85 percent for loans of \$150,000 or less and 75 percent for loans over \$150,000 up to \$500,000. For loans above \$350,000, lenders are required to take all available collateral.

The Patriot Express loan can be used for most business purposes, including start-up, expansion, equipment purchases, working capital, inventory or business-occupied real-estate purchases.

Patriot Express loans feature SBA's lowest interest rates for business loans, generally 2.25 percent to 4.75 percent over prime depending upon the size and maturity of the loan. Your local SBA district office will have a listing of Patriot Express lenders in your area. More information is at:

<http://www.sba.gov/patriotexpress>.

COMMUNITYEXPRESS PILOT LOAN PROGRAM

The CommunityExpress Pilot Loan Program provides streamlined business financing and management and technical assistance to small businesses located in distressed or underserved markets. The CommunityExpress program is offered through hundreds of selected SBA lenders throughout the nation. Under CommunityExpress, approved lenders may use streamlined and expedited loan review and approval procedures to process SBA-guaranteed loans. These lenders may thus use, to the maximum extent possible, their own loan analysis, loan procedures, and loan documentation to process SBA loans to \$250,000. However, borrowers must receive technical assistance to qualify for this program.

Washington Metropolitan Area District Office

740 15th St., 3rd Fl.
Washington, DC 20005-3544
202-272-0345
or visit: www.sba.gov/dc

Special Purpose 7(a) Loan Programs

The 7(a) program is the most flexible of SBA's lending programs. The agency has created several variations to the basic 7(a) program to address the particular financing need of certain small businesses. These special purpose programs are not necessarily for all businesses but may be very applicable to some small businesses. They are generally governed by the same rules, regulations, fees, interest rates, etc. as the regular 7(a) loan guaranty. Lenders can advise you of any variations.

CAPLines

The CAPLines program is designed to help small businesses meet their short-term and cyclical working capital needs. There are five loan programs under the CAPLines umbrella. The programs can be used to finance seasonal working capital needs; finance the direct costs of performing certain construction, service and supply contracts; finance the direct cost associated with commercial and residential construction; finance operating capital by obtaining advances against existing inventory and accounts receivable; and consolidate short-term debt. SBA provides up to an 85 percent guarantee. There are five distinct programs under the CAPLine umbrella:

- **The Contract Loan Program** is used to finance material and labor needs for a specific contract or contracts. Proceeds can be disbursed before the work begins. If used for one contract, it is generally not revolving; if used for more than one contract at a time, it can be revolving. The loan maturity is usually based on the length of the contract, but no more than five years. Payment from the contract award must be sent directly to the lender.
- **The Seasonal Line of Credit Program** is used to support buildup of inventory, accounts receivable or labor and materials above normal usage for seasonal inventory. The business must have a definite established seasonal pattern and thus must have been in business for a period of 12 months in order to establish that pattern. The loan does not revolve during the season but may be used over again after a "clean-up" period of 30 days. These also may have a maturity of up to five years. The business may not have another seasonal line of credit outstanding but may have other lines for non-seasonal working capital needs.
- **The Builders Line Program** Provides financing for small contractors or developers to construct or rehabilitate residential or commercial property. Loan maturity is generally three years but can be extended up to five years if necessary. Proceeds are used solely for direct expenses of acquisition, immediate construction and/or significant

rehabilitation of the residential or commercial structures. The purchase of the land can be included if it does not exceed 20 percent of the loan proceeds. Up to 5 percent of the proceeds can be used for physical improvements that benefit the property.

- **The Small Asset-Based Line** is a revolving line of credit used to support an increase in accounts receivable or inventory. The loan can be used for revolving lines up to \$200,000 to purchase inventory, pay direct labor or finance accounts receivable and is advanced against existing inventory or accounts receivable. Repayment comes from the collection of accounts receivable or sale of inventory. It does require periodic servicing and monitoring of the collateral for which the lender can charge up to two percent annually to the borrower. These lines are generally used by businesses providing credit to their customers.
- **The Standard Asset-Based Line** is similar to the Small Asset-Based Line, but for loan amounts over \$200,000. It does require stricter servicing and monitoring and the lender may pass these costs along to the borrower.

EXPORT TRADE FINANCING

Export Working Capital Program

www.sba.gov/aboutsba/sbaprograms/internationaltrade/index.html

The SBA's Export Working Capital Program assists lenders in meeting the needs of exporters seeking short-term export working capital. This program enables U.S. exporters to obtain loans to fund their direct export costs. The EWCP supports single transactions or revolving lines. The maximum dollar amount of an export line of credit under this program is \$2 million. SBA guarantees up to 90% of a loan amount or \$1.5 million, whichever is less. Loan maturities are generally for a term of 12 months. The guaranty can be reissued for an additional 12 months through an abbreviated application process. The guaranty fee the SBA charges is 0.25 percent of the guaranteed amount of the loan for the initial 12 months. The borrower negotiates the interest rate and all other fees with the lender. The program offers flexible terms, low fees and a quick processing time.

Eligibility of Exporter

You must have an operating history of at least one year – not necessarily in exporting. The SBA may waive this requirement if you have sufficient export trade experience or other managerial experience.

Eligible Buyers

The foreign buyer must be a creditworthy entity located in an acceptable foreign country, to both the lender and SBA.

Use of EWCP Proceeds:

- To acquire inventory for export or to be used to manufacture goods for export.
- To pay the manufacturing costs of goods for export.
- To purchase goods or services for export.
- To support Standby Letters of Credit related to export transactions.
- For pre-shipment working capital directly related to export orders.
- For post-shipment foreign accounts receivable financing.

Ineligible Use of Proceeds

- To support the applicant's domestic sales.
- To acquire fixed assets or capital goods for the applicant's business.
- To support a sale where the exporter is not taking title to the goods.
- To acquire, equip, or rent commercial space overseas.
- To serve as a Warranty Letter of Credit.

Collateral Requirements

- Collateral for the manufacturing sector typically consists of a first lien on all export-related inventory and export related accounts receivable.
- Collateral for the service sector typically consists of assignment of proceeds of export-related contracts or purchase orders and a first lien on export-related accounts receivable.
- Other collateral may be required.

How to Apply — A small business exporter seeking a guaranteed EWCP loan must apply to a lender.

SBA Ex-Im Bank Co-Guarantee

This is designed to provide small business exporters the ability to obtain larger export working capital loans through the Export Working Capital Program than SBA could support alone. This program enables U.S. exporters to obtain loans that facilitate the export of goods or services. Under this program, the total export working capital line, with a 90 percent guarantee, cannot exceed \$2 million. Loan maturities are generally for a term of 12 months. At the end of the 12-month maturity, a borrower may reapply for a new guarantee. The guarantee fee SBA charges is 0.25 percent of the guaranteed amount of the loan for the initial 12 months. The guarantee fee that Ex-Im Bank charges is 0.25 percent on the loan amount that is guaranteed by them. The borrower negotiates the interest rate and all other fees with the lender.

Eligibility of Exporter

The same as for the SBA EWCP Program.

Eligible Buyers

The foreign buyer must be a creditworthy entity located in an acceptable country in

conformity with the Ex-Im Bank's Country Limitation Schedule.

Use of Proceeds

Same as the SBA EWCP.

Ineligible Use of Proceeds

- Goods or services with less than 50 percent U.S. content.
- To support the export of any Defense Articles or Defense Services.
- To support the applicant's domestic sales.
- To acquire fixed assets or capital goods for the applicant's business.
- To acquire, equip, or rent commercial space overseas.
- To serve as a Warranty Letter of Credit.

Collateral Requirements

Same as the SBA EWCP.

Discounted Credit Insurance Premiums

The Export-Import Bank of the United States and the SBA provide SBA export loan recipients with a 25 percent discount on export credit insurance premiums. Ex-Im Bank export credit insurance protects your company against nonpayment and enables you to sell on the competitive "Open

account" terms. You can enter new markets and increase sales in existing markets and have the ability to match the credit terms offered by your foreign competitors. Ex-Im Bank provides up to 95 percent coverage for both commercial risks, for example buyer insolvency and default, and political risks, war, revolution, and the cancellation of an export or import license.

How to Apply

A small business exporter seeking a co-guaranteed loan must apply to a lender that is a participant in SBA's 7(a) Loan Guaranty Program. PLP and SBAExpress processing are not permitted. The lender must submit a completed Joint Application for Working Capital Guarantee and loan package to SBA. SBA evaluates and processes the application in accordance with SBA rules for its Export Working Capital program.

INTERNATIONAL TRADE LOAN PROGRAM

The program helps small businesses engaged or preparing to engage in international trade as well as small businesses adversely affected by competition from

NATIONAL PREFERRED LENDER
SBAExpress and PATRIOTExpress LENDER
504 LENDING PARTNER

SONA BANK

- *Start Up Financing*
- *Fixed Assets Purchase*
- *Real Estate Purchase*
- *Accounts Receivable Financing*
- *Contract Financing*
- *Expansion*
- *Working Capital*
- *Construction Loans*

Contact our Small Business Loan Specialists Today!
(800) 403-3851 or E-Mail: sba@sonabank.com

www.sonabank.com serving VA, MD and DC

imports. This program allows for an increased maximum dollar amount of SBA guaranty outstanding to any one business (and affiliates) from \$1.5 million to \$1.75 million. In order to reach the \$1.75 million SBA guaranty ceiling, the borrower must have an international trade loan as well as an SBA working capital loan or line of credit. The international trade loan provides an SBA guarantee up to \$1.5 million of a term loan used for the acquisition, construction, renovation, modernization, improvement or expansion of long-term fixed assets or the refinancing of an existing loan used for these same purposes. In addition a borrower may have a separate working capital loan (term or line of credit) with a maximum SBA guarantee of \$1.25 million. When combined, the maximum SBA guaranty outstanding to any one business is \$1.75 million. The SBA guarantee fee and interest rates are the same as for any standard 7(a) loans.

Eligibility of Exporter

- Applicants must meet the same eligibility requirements for a 7(a) loan.
- Applicant must establish the loan will significantly expand or develop an export market, or the applicant has been adversely affected by import competition, and, in addition the applicant must show that upgrading equipment or facilities will improve its competitive position.
- If eligibility is based on entering or expanding export sales, the applicant must submit a one or two page international business plan, including sufficient information to reasonably support the likelihood of expanded export sales.

Use of Proceeds

- For facilities or equipment, including purchasing land and building(s); building new facilities; renovating, improving, or expanding existing facilities; purchasing or reconditioning machinery, equipment and fixtures; and making other improvements that will be used within the United States for producing goods or services.

Collateral Requirements – Collateral requirements are the same as regular 7(a) loans.

- **How to Apply** - A small business exporter seeking a guaranteed loan must apply to an SBA participating lender. Call your local SBA District Office for a list of participating lenders.

Export Express

The Export Express program is designed to help SBA meet the export financing needs of small businesses. It is a subprogram of SBAExpress and is therefore subject to the same loan processing, making, closing, servicing, and liquidation requirements as well as the same maturity terms, interest

rates, and applicable fees as for other SBA loans except as noted below. The total Export Express loan cannot exceed \$250,000. SBA guarantees 85 percent for loans of \$150,000 and under and 75 percent for loans over \$150,000 to \$250,000. SBA allows participating lenders to make their own credit decisions. SBA provides a quick processing time, less than 36 hours.

Eligible Buyers – The foreign buyer must be a creditworthy entity located in an acceptable country.

Use of Proceeds

- Finance standby letters of credit used for either bid or performance bonds;
- Finance export development activities such as export marketing and promotional activities, participation in foreign trade shows, translation of product literature for foreign markets, and other activities designed to initiate or expand the applicant's export of its products/services from the U.S.;
- Provide transaction-specific financing for overseas orders;
- Provide revolving lines of credit for export purposes, the term of which must not exceed seven years. In some instances, as a normal course of business, the borrower may use portions of revolving lines of credit for domestic purposes, but no less than 70 percent of the revolver to be used for export related purposes;
- Provide term loans and other financing to enable small business concerns, including small business export trading companies to develop foreign markets; and
- Acquire, construct, renovate, modernize, improve or expand production facilities or equipment to be used in the U.S. in the production of goods or services to be exported from the U.S.

Ineligible Use of Proceeds

Proceeds may not be used to finance overseas operations, other than those strictly associated with the marketing and/or distribution of products/services exported from the U.S.

How to Apply

The application process is the same for the SBAExpress, except the applicant must demonstrate that loan proceeds will enable it to enter a new export market or expand an existing export market. The applicant must submit to the lender a plan that includes projected export sales for the upcoming year as well as the dollar volume of export sales for the previous year.

Community Adjustment and Investment Program

The Community Adjustment & Investment Program helps communities that suffered job losses due to changing trade patterns following the North American Free Trade Agreement. The North American Development Bank has partnered with the SBA and the U.S. Departments of Agriculture and the Treasury to make credit available to businesses in affected communities to help create or retain jobs.

SBA's non-7(a) Loan Programs

In addition to the 7(a) Loan Program SBA has four other non-disaster assistance programs which can help small businesses gain access to capital and bonding.

CERTIFIED DEVELOPMENT COMPANY LOANS (504 LOAN PROGRAM)

The 504 Loan Program is an economic development program that supports American small business growth and helps communities through business expansion and job creation. This SBA program provides long-term, fixed-rate, subordinate mortgage financing for acquisition and/or renovation of capital assets including land, buildings and equipment. Most for-profit small businesses are eligible for this program. The types of businesses excluded from 7(a) loans (listed previously) are also excluded from the 504 loan program.

Loans are provided through Certified Development Companies. CDCs work with banks and other lenders to make loans in first position on reasonable terms, helping lenders retain growing customers and provide Community Redevelopment Act credit.

The SBA 504 loan is distinguished from the SBA 7(a) loan program in these ways:

The maximum debenture is:

- \$1.5 million for businesses that create a certain number of jobs or improve the economy of the locality;
 - \$2 million for businesses that meet a specific public policy goal, including veterans; and
 - \$4 million for manufacturers.
- Eligible project costs are limited to long-term, fixed assets such as land and building (occupied by the borrower) and substantial machinery and equipment. Working capital is not an eligible use of proceeds.
- Most borrowers are required to make an injection (borrower contribution) of just 10 percent which allows the business to conserve valuable operating capital. A further injection of 5 percent is needed if the business is a start-up or new (less than 2 years old) and a further injection of 5 percent is also required if the primary collateral will be a single purpose building.

- Two-tiered project financing: a lender finances approximately 50 percent of the project cost and receives a first lien on the project assets (but no SBA guaranty); A CDC (backed by a 100% SBA-guaranteed debenture) finances up to 40% of the project costs secured with a junior lien. The borrower provides the balance of the project costs.
- Fixed interest rate on SBA loan. SBA guarantees the debenture 100 percent. Debentures are sold in pools monthly to private investors. This low, fixed rate is then passed on to the borrower and establishes the basis for the loan rate. A recent history of debenture rates may be found at www.nadco.org.
- All project-related costs can be financed, including acquisition (land and building, land and construction of building, renovations, machinery and equipment) and soft costs, such as title insurance and appraisals. Some closing costs may be financed.
- Collateral is typically a subordinate lien on the assets financed; allows other assets to be free of liens and available to secure other needed financing.
- Long-term real estate loans are up to 20-year term, heavy equipment 10 or 20-year term and are self-amortizing.

Businesses that receive 504 loans are:

- Small — net worth under \$7.5 million, net profit after taxes under \$2.5 million, or meet other SBA size standards.
- Organized for-profit.
- Most types of business — retail, service, wholesale or manufacturing.

The SBA's 504 Certified Development Companies serve their communities by financing business expansion needs. Their professional staff works directly with borrowers to tailor a financing package that meets program guidelines and the credit capacity of the borrower's business. For more information, go to www.sba.gov/services, then choose "SBA Loans" from the links in the right-hand column. From there, click on "CDC/504 Program."

Business Finance Group, Inc.

formerly known as Virginia Asset Financing Corp.
Sally B. Robertson, Executive Director
3930 Pender Dr., Ste. 300
Fairfax, VA 22030
800-305-0504 • 703-352-9100 Fax
srobertson@businessfinancegroup.org
www.businessfinancegroup.org
Serves the Commonwealth of Virginia, the District of Columbia and Maryland.

Chesapeake Business Finance Corp.

John Sower, President
1101 30th St. N.W., Ste. 500
Washington, DC 20007
202-342-2973 • 202-342-0389 Fax
jsower@chesapeake504.com
www.chesapeake504.com
Serves Maryland, the District of Columbia and Northern Virginia.

James River Development Corp.

1108 E. Main St., Ste. 702
Richmond, VA 23219
804-344-0002
Fred Minton

Mid-Atlantic Business Finance Company

W. Joseph Carton, President
1410 N. Crain Hwy., Ste. 5B
Glen Burnie, MD 21061
800-730-0017 • 410-863-7446 Fax
joe@mabfc.com
www.mabfc.com
Serves Maryland, the District of Columbia, Northern Virginia and the Pennsylvania counties of Bucks, Chester, Delaware, Lancaster, Montgomery, Philadelphia and York.

Prince George's Financial Service Corp.

Shelly Gross-Wade, Executive Director
1100 Mercantile Lane, #115A
Largo, MD 20774
301-883-6900 • 301-883-6160 Fax
sgross-wade@pgfsc.com
www.pgfsc.com
Serves Maryland.

Rappahannock Economic Development Corporation

Rob Burke, Executive Director
3304 Bourbon St., 3rd Fl.
Fredericksburg, VA 22408
540-373-2897 • 540-899-4808 Fax
rburke@redco@504.org
Serves the Commonwealth of Virginia.

DOES YOUR SMALL BUSINESS NEED A BOOST?

YOUR LOCAL SMALL BUSINESS DEVELOPMENT CENTER could be your answer!

America's Small Business Development Center (SBDC) Network, a public-private partnership between the SBA, many leading institutions of higher learning, and state and local governments, provided professional business management assistance to over 1.3 million small business owners and aspiring entrepreneurs last year. Surveys of SBDC clients demonstrate conclusively that SBDC assisted businesses have significantly higher sales and employment growth than the average business. Private and confidential, high quality business management consulting is available free of charge at nearly 1,000 service centers nationwide. Training programs on a variety of business management topics are available at a modest cost. To locate the Small Business Development Center nearest you, go to www.asbdc-us.org.

ASBDC Association of Small Business Development Centers.

Phone: 703-764-9850
www.asbdc-us.org

MICROLOAN PROGRAM

The Microloan Program provides small loans ranging from under \$500 to \$35,000. Under this program, the SBA makes funds available to nonprofit intermediaries that, in turn, make the loans directly to entrepreneurs, including veterans. Proceeds can be used for typical business purposes such as working capital, machinery and equipment, inventory and leasehold improvements. Interest rates are negotiated between the borrower and the intermediary.

For more information, go to www.sba.gov/services, then choose "SBA Loans" from the links in the right-hand column. From there, click on "Micro Loans."

Enterprise Development Group

Haddish Welday
901 S. Highland St.
Arlington, VA 22204
703-685-0510 • 703-685-4200 Fax
www.entdevgroup.org
egloan@ecdinternational.org
Serves Montgomery County and Prince George's County in Maryland, Northern Virginia and the District of Columbia.

Washington Area Community Investment Fund

Donna Grigsby, Executive Director
3624 12th St. N.E.
Washington, DC 20017
202-529-5505 • 202-529-5525 Fax
donnagrigsby@wacif.org
www.wacif.org
Serves the District of Columbia.

Wheeler Creek Community Development Corporation

Bessie Swann, Executive Director
1130 Varney St. S.E.
Washington, DC 20032
202-574-1508 • 202-574-1522 Fax
swann_b@wheelerce.org
www.wheelerce.org
Serves the District of Columbia.

Latino Economic Development Corporation (LEDC)

Manuel Hildago, Executive Director
2316 18th St. N.W.
Washington, DC 20009
202-588-5102 • 202-588-5204 Fax
www.ledcdc.org

SMALL BUSINESS INVESTMENT COMPANY PROGRAM

There are a variety of alternatives to bank financing for small businesses, especially business start-ups. The Small Business Investment Company Program fills the gap between the availability of venture capital and the needs of small businesses that are either starting or growing. Licensed and regulated by the SBA, SBICs are privately owned and managed investment funds that make capital

available to qualifying small businesses through investments or loans. They use their own funds plus funds obtained at favorable rates with SBA guarantees. SBICs are for-profit firms whose incentive is to share in the success of a small business. In addition to equity capital and long-term loans, SBICs provide managerial assistance. The SBIC Program provides funding for a broad range of industries and stage of investment, in areas across the country. Some SBICs invest in a particular field or industry while others invest more generally. Most SBICs concentrate on a particular stage of investment such as start-up or expansion and focus on a specific geographic area. For more information contact your nearest SBA office or the Web site at www.sba.gov/services, then choose "Financial Assistance" from the menu below. From there, click on "Equity Capital" and choose "SBA's Investment Program."

Allied Investment Corporation

Kelly Anderson, Controller
1919 Pennsylvania Ave. N.W.
Washington, DC 20006-3434
202-973-6328 • 202-973-6328 Fax
Anderson@alliedcapital.com

BIA Digital Partners

Lloyd R. Sams
15120 Enterprise Ct., Ste. 200
Chantilly, VA 20151
703-227-9600 • 703-227-9645 Fax
lsams@bia.com

Broadcast Capital, Inc.

John E. Oxendine, Chairman
1001 Connecticut Ave. N.W., Ste. 705
Washington, DC 20036
202-496-9250 • 202-496-9259 Fax
broadc.ap@aol.com

Continental SBIC

Arthur L. Walters, President
4141 N. Henderson Rd., Ste. 8
Arlington, VA 22203
703-527-5200 • 703-527-3700 Fax
jalwetel@erols.com

Core Capital Partners, L.P.

William Dunbar or Jonathan Silver
901 15th St. N.W., Ste. 950
Washington, DC 20005
202-589-0090 • 202-589-0091 Fax
mwright@core-capital.com

Developmental Capital Ventures, L.P.

Wayne Foren
510 King St., Ste. 311
Alexandria, VA 22314
703-548-3226 • 703-684-8217 Fax
wnickisch@dcgrowth.com

East West United Investment Company

Dung Bui, President
1568 Spring Hill Rd., Ste. 100
McLean, VA 22102
703-442-0150 • 703-442-0156 Fax
tiffanyd@ewmortgage.com

eCentury Capital Partners, L.P.

Thomas Dann
8270 Greensboro Dr., Ste. 1025
McLean, VA 22102
703-442-4480 • 703-448-1816 Fax
tdann@ecenturycapital.com

GW Venture Partners, L.P.

Jeff Tonkel
8150 Leesburg Pike, Ste. 1210
Vienna, VA 22182
703-442-3300 • 703-442-3388 Fax
jeff@gvinc.com

Security Financial and Investment Corp.

James Bonfils, Manager
7720 Wisconsin Ave., Ste. 207
Bethesda, MD 20814
301-951-4288 • 301-951-9282 Fax
JamesBonfils@aol.com

Toucan Capital Fund II, L.P.

Linda F. Powers
7600 Wisconsin Ave., 7th Fl.
Bethesda, MD 20814
240-497-4060 • 240-497-4065 Fax
info@toucancapital.com

THE SURETY BOND GUARANTEE PROGRAM

Although it is not a business loan program, the Surety Bond Guarantee Program is a public-private partnership between the federal government and the surety industry providing small businesses with the bonding assistance necessary for them to compete for government and private contracting opportunities. The guarantee provides the necessary incentive for sureties to bond small businesses that would otherwise be unable to obtain bonding. They typically lack the combination of working capital and a performance track record necessary to secure bonding on a reasonable basis through regular commercial channels.

Through this program, the SBA guarantees bid, payment, performance and necessary ancillary bonds issued by surety companies for individual contracts of up to \$2 million on behalf of eligible small construction, service, and supply contractors. The SBA reimburses sureties a predetermined percentage of losses sustained if a contractor breaches the terms of the contract.

The SBA has two program options available, the Prior Approval Program (Plan A) and the Preferred Surety Bond Program (Plan B). In the Prior Approval Program, SBA guarantees 90 percent of a surety's paid losses and expenses on bonded contracts up to \$100,000, and on bonds for socially and economically disadvantaged and HUBZone contractors and veterans and service-disabled veterans. All other bonds guaranteed in the Plan A Program receive an 80 percent

guarantee. Sureties must obtain SBA's prior approval for each bond guarantee issued. Under the PSB Program, SBA guarantees only 70 percent, but sureties may issue, monitor and service bonds without SBA's prior approval.

For more information on the Surety Bond Program, visit SBA's web site at www.sba.gov and choose "Services." From there, select "Financial Assistance" and click on "Surety Bond."

Small Office Loan Initiative

The SBA Washington Metropolitan Area District Office has implemented a new marketing initiative under SBA's Community Express Loan Guarantee Program. The Small Office Loan Initiative combines financial and technical assistance to enable small and home-based business to access business loans in the amount of \$5,000 to \$25,000. For more information contact:

District of Columbia Cooperative Extension Service-UDC

4200 Connecticut Ave. N.W.
Washington, DC 20008
202-274-7126
Gordon A. White
By Appointment
gwhite@udc.edu

DC Chamber of Commerce Business Resource Center

7408 Georgia Ave. N.W.
Washington, DC 20012-1722
202-545-0220
Amir Clayton Powell, JD
By Appointment
acpowell@dcchamber.org
www.dcchamber.org

HBCU Institute, Inc.

64 New York Ave. N.E., 3rd Fl., Rm. 3066
Washington, DC 20020
202-671-1552 • 202-671-1184 Fax
Paul Williams
By Appointment
Paulf.williams@dc.gov

Ibero American Chamber of Commerce

910 17TH St. N.W., Ste. 1170
Washington, DC 20006
202-728-0352
Adam Beebe
By Appointment
abeebe@iberochamber.org
www.iberochamber.org

Operation Hope – Hope Center

2509 Good Hope Rd. S.E.
Washington, DC 20020
202-582-2212 ext. 227
Candice Reynolds
2ND Tuesdays at 3PM -6PM
Candice.reynolds@operationhope.org
www.operationhope.org/smddev/

SCORE Washington DC Chapter

740 15th St. N.W., 3rd Fl.
Washington, DC 20005
202-272-0390
Laverne Webb
By Appointment
chapter1@score.org

Washington Area Community Investment Fund

3624 12th St. N.E.
Washington, DC 20017
202-529-5505
Donna Grigsby
By Appointment
donnagrigsby@wacif.org
www.wacif.org

Wheeler Creek Community Development Corporation

1130 Varney St. S.E.
Washington, DC 20032
202-574-1508
Bessie Swann
1ST Thursday at 6PM – 9PM
swann_b@wheelerce.org
www.wheelerce.org

Maryland

Accounteks Business Services

8401 Colesville Rd., Ste. 640
Silver Spring, MD 20910
301-585-4544
Randall Evans
By Appointment
evansgroupatbs@aol.com

BDC & Associates, Inc.

509 Main St./P.O. Box 1452
Laurel, MD 20707
301-604-6953
Iris Carter
By Appointment
ldcarter7@cs.com
www.bdcandassociates.com

Capital Finance Branch, Inc.

P.O. Box 245
Upper Marlboro, MD 20773
301-627-5313
Cheryl Jones
By Appointment
cjones@cfbhelp.org

Destiny Capital Funding, LLC

10721 Elizabeth Parnum Pl., Ste. 3
Upper Marlboro, MD 20772
240-462-3383
Karen Hardy
1st & 3rd Saturdays at 10AM – 12 NOON
onemil4me@yahoo.com

Construction Bonds Inc.

9401 Lee Highway, Suite 208

Fairfax, VA 22031-1803

703/934-1000 • Fax 703/934-1009

info@sabonds.com • www.sabonds.com

BONDS

Bid, Performance, Payment

Helping to Build Your Business

Economic Development & Training Institute

5625 Allentown Rd., Ste. 107
Suitland, MD 20746
301-423-0524
Joe Gaskins
By Appointment
adtijoeg@aol.com

HCW Community Development, Inc.

7 Yellow Barn Ct.
Pikesville, MD 21208
410-961-3466
Helen Won
By Appointment
Won-hcw@comcast.net

Maryland SBDC – Capital Region

Wheaton South Bldg.
11002 Veirs Mill Rd., 7th Fl.
Wheaton, MD 20902 or
The Executive Bldg.
7100 Baltimore Ave., Ste. 400
College Park, MD 20740
301-403-0501 ext. 19
Anthony Ruiz
By Appointment
aruiz@mdsbdc.umd.edu
www.capitalregionsbdc.umd.edu

Metropolitan Entrepreneurial Center

8607 2nd Ave., Ste. 401A
Silver Spring, MD 20910
301-585-0899
Earl R. King
By Appointment
eking401@verizon.net
www.mecmd.biz

Prince George's County Economic Development Corporation

1100 Mercantile Ln., Ste. 115A
Largo, MD 20774
301-306-5680
Elizabeth Crittenden
By Appointment
ecrittenden@pgcedc.com
www.pgcedc.com

Robinson Braswell Consulting Services, Inc.

9344 Lanham Severn Rd., Ste. 206
Lanham, MD 20706
301-577-9317
Theresa Braswell
By Appointment
bras1@rbraswellconsulting.com
www.rbraswellconsulting.com

The McRae Firm

8181 Professional Pl., Ste. 205
Landover, MD 20785
301-459-5255
Randy McRae
By Appointment
randy@mcrae.com
www.rmcrac.com

Valens Marketing & Consulting Group, LLC

Westfield Wheaton South Commercial Bldg.
11002 Veirs Mill Rd., Ste. 700
Wheaton, MD 20902
301-933-2020
Lauren R. Beard
By Appointment
lbeard@valensmarketing.com
www.valensmarketing.com

Washington Concepts

10507 Guy Ct., Ste. B
Cheltenham, MD 20623
866-924-6584
Darryl K. Washington
dkw@wci-concepts.com
www.wci-concepts.com

Virginia Community Business Partnership

7001 Loisdale Rd., Ste. C
Springfield, VA 22150
703-768-1440
Pauline Leitch
By Appointment
pleitch@gmu.edu

ECDC Enterprise Development Group (EDG)

901 S. Highland St.
Arlington, VA 22204
703-685-0510 ext. 225
Haddish Welday
By Appointment
www.entdevgroup.org/

Hispanic Committee of Virginia

5827 Columbia Pike, Ste. 200
Falls Church, VA 22041
703-671-5666 ext. 112
Rebecca Blanco
By Appointment
rebeblanco@yahoo.com
www.hcva.org

The International Center for Assistance, Inc.

P.O. Box 838
Norfolk, VA 23501
757-498-1800
Susan Carlson
See website for workshop listings
sscarlson@msn.com
www.icfainc.org

We like to help large and small companies with their capital requirements.

"After all, I am the first Lady of the Capital."

THE ADAMS NATIONAL BANK
We're Abigail Adams helping companies.

Get the Abigail Adams banking experience. Call 703-772-3720, come to one of our branches or visit us at www.adamsbank.com.

FDIC
Member

U.S. Small Business Administration Loan Reference Chart Information current as of October 2007

Program	Maximum Amount	Percent of Guaranty	Use of Proceeds	Maturity	Maximum Interest Rates	Guaranty Fees	Who Qualifies	Benefits to Borrowers
Regular 7(a) SBA Approved: Preferred Lender Program: Lender approved.	\$2 million gross (\$1.5 million guaranty)	Maximum guaranty of 75% up to \$1.5 million; 85% if gross loan is \$100,000 or less.	Expansion/renovation; New construction; Purchase land or buildings; Purchase equipment; Purchase leasehold improvements; Working capital; Refinance debt for compelling reasons; Seasonal line of credit; Inventory.	Depends on ability to repay. Generally working capital & inventory & equipment, not to exceed 90% of equipment & 5-10 years; real estate is 25 years.	Fixed: 7 years or less. First prime (2.25% Over 7 years prime + 2.75% Over \$100,000, interest can be higher by 2% for loans of \$25,000 or less and 1% for loans between \$25,000 & 100,000. Provisionary penalty for loans with maturity of 15 years or more if prepaid during 1st 2 years.	Fee charged on guaranteed portion of loan only. Monthly 1 year or less 0.25% guaranty fee. Over 1 year \$100,000 gross amount or less - 2%; \$100,001 - \$100,000 - \$2.50; over \$100,000 - \$3.00 on guaranteed over \$1 million. Originate fee of 0.04%.	Must be profit & risk. SBA use standards. Show good character, credit/reputation and ability to repay. Must be an established business.	Long term financing; Improved cash flow; Fixed maturity; No balloon; No prepayment penalty under 15 years.
www.sba.gov/services/financialassistance/7alenderprogram								
SBA Express: Lender approved. Minimal SBA paperwork.	\$500,000	50%	May be used for working line of credit. Up to 7 year maturity or for a term loan (max is 7a).	See 7(a)	Loans \$50,000 or less: prime + 6.5%; \$50,000 + Prime + 4.5%.	See 7(a)	See 7(a)	More turnaround; Streamlined process. Easy to receive line of credit.
www.sba.gov/services/financialassistance/7aexpressprogram								
Community Express: Same as Regular 7(a) but must be located in a low or moderate income urban or rural area or owned by a minority woman or a veteran.	\$250,000	85% on loans of \$100,000 or less; loans over \$100,000 receive a 75% guaranty.	See 7(a)	See 7(a)	Same as SBA Express	2 Year guaranteed portion of loans up to \$100,000. 2% on the guaranteed portion of loans more than \$100,000. 1.4% for fees of credit up to one year.	No SBA application required. Bank has delegated authority. Program provides technical assistance or needed for marketing, financial management & planning.	Lender uses own forms; Streamlined process for collateral required for loans up to \$25,000. Designed for smaller loans. Technical assistance provided.
www.sba.gov/services/financialassistance/7acommunity								
Payroll Express: Lender approved loan. Minimal additional SBA paperwork.	\$100,000	Maximum guaranty of 75% up to \$175,000; 85% if gross loan is \$100,000 or less.	Same as SBA Express	See 7(a)	Same as Regular 7(a)	See 7(a)	See 7(a). In addition, small business must be owned and controlled by one or more of the following groups: veterans, active-duty military, reservists, National Guard member or a spouse of any of these groups or a widowed spouse if a service member or a widow member of a service member who died during service or a service-connected disability.	Lender use means that other SBA Express programs use; paperwork; Fast turnaround for guaranteed eligibility. Electronic application.
www.sba.gov/services/financialassistance/7apayrollprogram								
CAPLines: Short term revolving line of credit. Special Contract Revolver Standard Small Asset Based.	\$1 million (total over loans limited to \$200,000)	50% if more than \$100,000; 85% if less than \$100,000 or less.	Financing of working capital needs; not to perform construction costs, unless as agreed in original working capital needs study; not to be used for other than stated purposes.	Most 2 years	Same as 7(a) except the Standard Asset Based no restrictions but no disclosure to SBA required.	See 7(a)	See 7(a) Favoring business.	Financed short-term working capital; allows business to obtain contracts; Larger in size for business growth. Can be used to make contract sales. Can be used to finance working capital needs.
www.sba.gov/services/financialassistance/specialpurpose/7acaplines								
International Trade:	\$2 million - Secured working capital loan plus 17 year loan-to-own (may have \$1.75 million combined guaranty)	75% if more than \$100,000; 85% if total loan is \$100,000 or less.	If loan must be used only for the acquisition of long term facilities. A separate working capital loan may be used for working capital needs associated with international trade.	Up to 25 years	See 7(a)	No cap.	Small business borrower (qualifying) must employ employees engaged in international trade (directly affected by competition from imports).	Long term financing for land & building. Allow work involved in produce products sold.
www.sba.gov/services/financialassistance/specialpurpose/7ait								
Export Working Capital Program: 1 year extension for amount may apply for preproduction later.	\$2 million may be combined with international trade loan	50% up to \$1.5 million maximum guaranty	Short-term working capital loans for exports.	Matched single transaction cycle or generally 1 year for line of credit.	No cap.	See 7(a)	Small businesses (with other qualifications) those who need short term working capital.	Short term working capital for export needs; requires minimum guaranty fee 1% of the working capital loan; Allow quick financing for exporting without shipping; flexible financing and business plan.
www.sba.gov/services/financialassistance/specialpurpose/7aewcp								
Microloans: Through non-profit lenders or participating technical assistance providers.	\$50,000 (total loan amount to small business borrower)	Not applicable	Pay loan machinery & equipment; fixtures; working capital; improvements; finance; increased receivables; working capital. Cannot be used to repay existing debt.	Shortest term possible, not to exceed 6 years	Negotiable with lender/agency. Subject to a fee 7.75% or 5.5% above intermediary cost of funds.	No guaranty fee.	None or 7(a)	Direct loans from nonprofit SBA working lending; Fixed rate financing; Very small loans; generally technical assistance available.
www.sba.gov/services/financialassistance/microloans								
504 Loans: Provided through Certified Development Companies (CDCs) which are licensed by SBA.	504 loan requires amount of ranges from \$1.5 million to \$4.2 million depending on project.	Project cost financed by 504 loan up to 40%; Lender 50%; Equity 10-20%	Long term fixed rate loans. Lender 50% guaranteed working capital by first loan on project costs. 504 loan provided from SBA 100% guaranteed debenture with a letter of credit guaranteed by SBA.	504 loans 10 or 25-year term. Lender guaranteed financing may have a shorter term.	Fixed rate on 504 loan established when alternative working loan is sold. Duration program approximately the 1/2 of term.	0.5% upfront fee to SBA on the first mortgage amount. Ongoing guaranty fee on 504 loan of 0.005% to 0.01% of principal G.S. Ongoing fee does not change during term.	For profit but limited that do not exceed \$75 million in single real estate and do not have average net income over \$2.5 million for just 2 years.	Five under 2% Long term fixed rate. Low down payment. Full amortization on dollars.
www.sba.gov/services/financialassistance/504loans								

BUSINESS PREPARATION

SMALL BUSINESS TRAINING NETWORK

How to Get Equipped With Business Intelligence



The Small Business Training Network is an Internet-based training site. It provides small businesses with free online courses, workshops, learning tools and direct access to electronic counseling and other forms of technical assistance.

Key Features of the SBTN:

- Training is available anytime and anywhere—all you need is a computer with Internet access.
- More than 23 free online courses and workshops available
- Offers a comprehensive e-library with hundreds of e-publications, electronic tools and information resources.

- Online, interactive assessment tools are featured and used to direct clients to appropriate training.

Find the SBTN at
www.sba.gov/training.

CONTRACTING OPPORTUNITIES

FEDERAL PROCUREMENT OPPORTUNITIES

How to Apply for Government Contracts



The federal government is the largest purchaser of goods and services in the world. However, small businesses face challenges when trying to win federal contracts. The SBA can help small businesses work through these challenges. Working closely with federal agencies and the nation's leading large contractors, the SBA works to ensure that small businesses obtain a fair share of government contracts and subcontracts. The SBA has a number of programs to help small firms do business with the federal government.

For more information, visit: www.sba.gov/gc

THE PRIME CONTRACTS PROGRAM

Through the Prime Contracts Program, the SBA helps to increase small business' share of government prime contracts. SBA Procurement Center Representatives work to expand contracting opportunities for small businesses. PCR's review contracting strategies and actions, recommend contracting sources, and provide one-to-one counseling and training to small businesses seeking to do business with the federal government.

Visit the SBA's Office of Government Contracting home page at: www.sba.gov/gc for a listing of PCR's and buying installations nationwide.

The Subcontracting Assistance Program

The Subcontracting Assistance Program promotes maximum use of small businesses by the nation's large prime contractors. The SBA's Commercial Market Representatives

work with large businesses to identify and expand subcontracting opportunities for small businesses. CMR's conduct compliance reviews to ensure that large businesses comply with small business subcontracting requirements. They also provide guidance to assist small businesses in identifying subcontracting opportunities and marketing their products and services to these large contractors.

CMR's also work with agencies to ensure subcontracting with small and small, disadvantaged businesses, women-owned small businesses, HUBZone firms and small businesses owned by service-disabled veterans through inclusion of subcontracting evaluation factors and sub-factors.

THE CERTIFICATE OF COMPETENCY PROGRAM

The Certificate of Competency program allows a small business to appeal a contracting officer's determination that it is unable to fulfill the requirements of a specific

government contract on which it is the apparent low bidder. The SBA will conduct a detailed review of the firm's technical and financial capabilities to perform on the contract. If the business demonstrates the ability to perform, the SBA issues a Certificate of Competency to the Contracting Officer, requiring award of that contract to the small business.

SMALL BUSINESS SIZE STANDARDS

The Small Business Act states that a small business concern is "one that is independently owned and operated and which is not dominant in its field of operation." The law also states that in determining what constitutes a small business, the definition will vary from industry to industry to reflect industry differences accurately. The SBA's Small Business Size Regulations (13 CFR Part 121, www.sba.gov/size/indexableofsize.html) implement the Small Business Act's mandate to the SBA.

The SBA has also established a table of size standards, matched to North American Industry Classification System industries, used to determine eligibility for SBA programs and small business preferences for federal government contracts.

See more at: <http://www.sba.gov/services/>, then click on “Size Standards” under the “Contracting Opportunities” menu across the bottom.

Size Determination

The Size Determination Program, administered by SBA’s six government contracting area offices, ensures that only small firms receive contracts and other benefits reserved exclusively for small business. When a firm’s claim that it is small is challenged, the SBA determines if the firm does, in fact, meet established SBA size standards. Size determinations may also be made when requested in connection with other federal small business programs.

Additional information is available at the above “Size Standards” site.

SMALL BUSINESS VENDOR DATABASE

As part of the Integrated Acquisition Environment Initiative, the SBA works with the General Services Administration and Department of Defense to provide a database of vendors, including small business. The Central Contractor Registration System is the primary gateway vendor and grantee database for the federal government. CCR collects, stores and disseminates data to support agency acquisition and grants missions. Both current and potential federal government vendors and grantees are required to register in CCR to receive federal contracts or grants. Vendors are required to complete a one-time registration to provide basic information relevant to procurement, grant and financial transactions.

Vendors must update or renew their registration at least once a year to maintain an active status. The SBA provides the CCR with authoritative source information regarding certifications under 8(a) Business Development, HUBZone and Small Disadvantaged Business programs and provides the small business size status against each North American Industry Classification code listed in a registrant’s profile.

SBA maintains the Dynamic Small Business Search function of the CCR. Businesses profiled on the DSBS can be searched by NAICS codes, keywords, location, quality certification, bonding level

business type, ownership, SBA certification, and by women, minority, veteran and service-disabled veteran ownership. The DSBS serves as a marketing tool for small businesses because the business profiles in the DSBS include information from SBA’s files and other available databases plus additional business and marketing information on individual firms.

To search the DSBS for small businesses, click on: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm or select the “Dynamic Small Business Search” at the CCR Web site at: <http://www.ccr.gov>.

Registration in the DSBS is through the CCR. For more information on CCR, or to register, click the CCR Web site. Before registering in CCR, go to the top of the Web page and download the handbook which contains data for a successful registration.

SUB-NET

Prime contractors use SUB-Net to post subcontracting opportunities. Small businesses can review this Web site to identify opportunities in their area(s) of expertise. While the Web site is designed primarily as a place for large businesses to post solicitations and notices, it is also used by federal agencies, state and local governments, nonprofit organizations, colleges and universities, and even foreign governments for the same purpose.

The Web site has shifted the traditional marketing strategy from the shotgun approach to one that is more focused and sophisticated. Instead of marketing blindly to hundreds of prime contractors, with no certainty that any given company has a need for their product or service, small businesses can now use their resources (saving time and money) to identify concrete, tangible opportunities and then submit bids/proposals targeting these potential subcontracting opportunities.

SUB-Net is available at the SBA Web site by visiting: <http://web.sba.gov/subnet>

HUBZONE PROGRAM

The Historically Underutilized Business Zone Program stimulates economic development and creates jobs in urban and rural communities by providing federal contracting assistance to small businesses.

The HUBZone program establishes preferences for award of federal contracts to small businesses located in historically underutilized business zones.

In general, small businesses may obtain

HUBZone certification by employing staff who live in a HUBZone and maintaining a “principal office” in one of these specially designated areas.

SBA is responsible for:

- Determining whether or not individual concerns are qualified HUBZone small business concerns, and therefore eligible to receive HUBZone contracts;
- Maintaining a list of qualified HUBZone small business concerns for use by acquisition agencies in awarding contracts under the program; and
- Adjudicating protests and appeals of eligibility to receive HUBZone contracts.

To qualify for the program, a business must meet the following criteria:

- It must qualify as a small business by SBA size standards;
- Its principal office must be located within a HUBZone, which includes lands on federally recognized Indian reservations and covered by phrase “Indian Country”;
- It must be owned (at least 51 percent) by one or more U.S. citizens, Community Development Corporation, an agricultural cooperative, an Indian tribe; and
- At least 35 percent of its employees must reside in a HUBZone.

Existing businesses that choose to move to qualified areas are eligible. To fulfill the requirement that 35 percent of a HUBZone firm’s employees reside in a HUBZone, employees must live in a primary residence within that area for at least 180 days or be a currently registered voter in that area.

For additional information regarding the HUBZone Program, please visit: <http://www.sba.gov/services/contractingopportunities/contracting/hubzone/index.html>.

ASSISTANCE FOR SMALL AND DISADVANTAGED BUSINESSES

8(a) Business Development Program

The SBA’s Section 8(a) Business Development Program provides various forms of assistance (management and technical assistance, financial assistance, government contracting assistance and advocacy support) to foster the growth and development of businesses owned by socially and economically disadvantaged individuals. SBA assists these businesses, (during a nine-year tenure in the 8(a) Business Development Program), to gain access to the resources necessary to develop their businesses and improve their ability to compete in the mainstream of the American economy.

Business development assistance includes one-to-one counseling, training workshops, and other management and technical guidance required to expand into the federal government contracting arena.

The SBA enters into contracts with other federal agencies and subcontracts the performance of such contracts to 8(a) program participants.

Eligibility Criteria:

To participate in the 8(a) program, a business must be:

- a small business concern
- owned by a U.S. citizen
- at least 51 percent unconditionally owned and controlled by one or more an individual(s) who qualify as socially and economically disadvantaged
- established for two full years before applying (or qualifying for a waiver of the two-year rule)

Social disadvantage:

Socially disadvantaged is defined as individuals who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual capabilities. The following individuals are presumed to be socially disadvantaged: Black Americans, Native Americans, Hispanic Americans, Asian Pacific Americans and Subcontinent Asian Americans. An individual who is not a member of one of the groups presumed to be socially disadvantaged must establish individual social disadvantage by a preponderance of the evidence. Anyone may apply for 8(a) Program certification.

For additional information regarding evidence of social disadvantage, please visit: <http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html>.

Economic disadvantage:

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free-enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged.

Net worth:

For initial 8(a) Program certification, the net worth of an individual claiming disadvantage, must be less than \$250,000. For continued 8(a) Program eligibility after admission, net worth must be less than \$750,000. In determining such net worth, SBA will exclude the ownership interest in the applicant business and the equity in the primary residence.

Day-to-Day Management:

- Management and daily business operations must be controlled by the disadvantaged individual(s) upon whom eligibility is based.
- The individual(s) must have management or technical expertise.

For additional information on the 8(a) Business Development Program, please visit: <http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html>.

Small Disadvantaged Business Certifications

To qualify as a small disadvantaged business, a firm must be owned and controlled by one or more individuals who are socially and economically disadvantaged. Congress has directed that individuals who are members of certain ethnic groups are presumed to be disadvantaged. Other persons, including women and persons of any race, can also qualify by establishing their disadvantaged status.

Once certified by the SBA, the firm can be added to an online registry of SDB-certified firms maintained in CCR/DSBS. Firms remain on the list for three years. Contracting

Officers and prime contractors may search this registry for potential contractors.

For additional information on SBD Certification and Eligibility, visit the SBD Web site at: www.sba.gov/services, and select "Small Business Certifications" from the "Contracting Opportunities" menu in the center of the page.

Online 8(a)/SDB Application

The online 8(a)/SDB application allows small companies to apply for 8(a) Business Development and Small Disadvantaged Business certification directly from SBA's Web site. The 8(a)/SDB online application incorporates features including context sensitive help, real-time validation, printer-friendly versions and integrates with the CCR/DSBS.

You may access the electronic 8(a)/SDB application by visiting: <https://sba8a.symplicity.com/applicants/guide>

If you are having difficulty with SBA's General Login System (GLS), please e-mail SBA at ITSecurity@sba.gov.

If you are having difficulty with the Central Contractor Registration (CCR), please go to

BUSINESS BANKING

The build-out and equipment needed to open the WashDC Washington, DC and Arlington Antisians were made possible through SBA-guaranteed loans from Cardinal.

Smart solutions for your business needs.

- Business Acquisition Loans
- SBA 504 Loan Programs
- Free Online Banking and Bill Pay
- Free Business Checking
- Remote Deposit on Demand

Lee Boyle
871.283.9352

Kathy Speakman
202.511.3957

James Estep
871.283.9351

Penny Bladich
703.584.6002

CARDINAL
Bank

1st in Mobile Banking

www.cardinalbank.com
Member FDIC

<http://www.ccr.gov/help.asp> for contact information.

If you are having difficulty with the Dynamic Small Business Search (DSBS), please contact Robert.Connolly@sba.gov.

Small Disadvantaged Business (SDB) E-application, please contact SDB@sba.gov.

8(a) Business Development E-application, please contact 8ABD@sba.gov.

The Mentor-Protégé Program for 8(a) Participants

Through the SBA's Mentor-Protégé Program, 8(a) Program participants can receive in-depth business advice to assist them in becoming more competitive in obtaining federal government contracts. The SBA's Mentor-Protégé Program encourages private-sector relationships and broadens the agency's efforts to address the needs of clients in the 8(a) Program.

If you are an 8(a) participant, mentors can provide you with technical and management assistance, financial assistance in the form of equity investments or loans, subcontract support, and assistance in performing prime contracts through joint-venture arrangements with 8(a) businesses.

For additional information, please visit: <http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html>.

MANAGEMENT AND TECHNICAL ASSISTANCE

SBA's Section 7(j) Management and Technical Assistance Program authorizes the SBA to enter into grants, cooperative agreements and contracts with public or private organizations to pay all or part of the cost of technical or management assistance for individuals or concerns eligible for assistance under sections: 7(a) (11), 7(j) (10), or 8(a) of the Small Business Act. Specifically, the following are eligible to receive management and technical assistance including businesses which qualify as small under 13CFR part 121 of this title: concerns located in urban or rural areas with high proportions of unemployed or low-income individuals, or which are owned by such low-income individuals; and businesses eligible to receive 8(a) contracts.

The types of assistance available to eligible individuals through the Management and Technical Assistance Program include counseling and training in the areas of:

- Finance
- Management
- Accounting
- Bookkeeping
- Marketing and presentation analysis
- Advertising



- Loan packaging
- Proposal bid preparation
- Feasibility studies
- Industry specific technical assistance
- The identification and development of new business opportunities

More information is at:

<http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html>

Procurement Technical Assistance Centers (PTAC)

PTA Centers provide assistance to business firms in marketing products and services to the Federal, State and local governments at no or nominal cost.

MARYLAND Maryland PTAC

7100 Baltimore Ave., Ste. 402
College Park, MD 20740-3627
Point of contact: Mary Lee Kolich
301-403-2740 ext. 26
301-403-2743 Fax
mkolich@mdptat.umd.edu
www.mdptap.umd.edu

VIRGINIA George Mason University Mason Enterprise Center PTAP

4031 University Dr., Ste. 200
Fairfax, VA 22030
Point of Contact: James Regan
703-277-7700 • 703-352-8195 Fax
ptap@gmu.edu
www.vaptap.org

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

In 1999, public law established federal procurement opportunities for veterans and service-disabled veterans. In 2003, the Small Business Act established procurement vehicles for small businesses owned and controlled by service-disabled veterans.

Contracting officers may award a sole-source or set-aside contract to a small business owned by a service-disabled veteran if:

- The business is a responsible contractor able to perform the contract, and the contracting officer does not reasonably expect two or more small businesses owned and controlled by service-disabled veterans will submit offers.
- The anticipated award price of the contract (including options) won't exceed \$5 million in case of a contract opportunity assigned a North American Industry Classification System code for manufacturing; or
- \$3 million in the case of any other contract opportunity;
- In the estimation of the contracting officer, the contract award can be made at a fair and reasonable price.

Additionally, a contracting officer may award contracts after competition restricted to small business concerns owned and controlled by service-disabled veterans if the contracting officer reasonably expects two or more small businesses owned and controlled by service-disabled veterans will submit offers and that the award can be made at a fair market price.

Veterans and service-disabled veterans may participate in all SBA procurement programs. To determine your eligibility, contact your local veterans business development officer in your nearest SBA district office, visit the various program Web sites or contact the SBA's Office of Veterans Business Development at www.sba.gov/vets.

SMALL BUSINESS INNOVATION RESEARCH PROGRAM

The SBIR Program encourages small businesses to explore their technological potential by reserving a specific percentage of federal research and development funds for small businesses. The program serves to fund the critical startup and development stages for a technology and encourages commercialization of the technology, product or service. In turn, this stimulates the U.S. economy.

SBIR Requirements:

Small businesses must meet the following eligibility criteria to participate in the SBIR program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S. or be a for-profit business concern that is at least 51 percent owned and controlled by another for-profit business

concern that is at least 51 percent owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the U.S.

- Be organized for profit.
- Principal researcher must be employed by small business.
- Company size cannot exceed 500 employees.

For more information on the SBIR Program visit www.sba.gov/services, then scroll down the “Contracting Opportunities” menu along the bottom and click on “Contracting Program.” From there, select “SBIR/STTR Programs” from the menu that appears on the right-hand side.

Participating Agencies:

Each year, the following eleven federal departments and agencies are required to reserve a portion of their R&D funds for award to small business: Departments of Agriculture; Commerce; Defense; Education; Energy; Health and Human Services; Homeland Security; Transportation; Environmental Protection Agency; National Aeronautics and Space Administration; and National Science Foundation.

SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM

This STTR program reserves a specific percentage of federal R&D funding for award to small business and nonprofit research institution partners. Small business has long been where innovation and innovators thrive. But the risk and expense of conducting serious R&D efforts can be beyond the means of many small businesses. Conversely, nonprofit research laboratories are instrumental in developing high-tech innovations. But frequently, innovation is confined to the theoretical, not the practical. STTR combines the strengths of both entities by introducing entrepreneurial skills to high-tech research efforts. The technologies and products are transferred from the laboratory to the marketplace. The small business profits from the commercialization, which, in turn, stimulates the U.S. economy.

STTR Requirements:

Small businesses must meet the following eligibility criteria to participate in the STTR Program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S.
- Be organized for profit.

- Principal researcher need not be employed by small business.
- Small business must conduct at least 40 percent of the work.
- Company size cannot exceed 500 employees. (No size limit for nonprofit research institution).

The nonprofit research institution partner must also meet certain eligibility criteria:

- Be located in the United States and be one of the following:
- Nonprofit college or university.
- Domestic nonprofit research organization.
- Federally funded R&D center.
- The research institution must conduct at least 30 percent of the work.

Participating Agencies:

Each year the following five Federal departments and agencies are required by STTR to reserve a portion of their R&D funds for award to small business/nonprofit research institution partnerships: Department of Defense; Department of Energy; Department of Health and Human Services; National Aeronautics and Space Administration; and National Science Foundation.

TECH-NET

TECH-Net is an Internet-based database of information containing Small Business Innovation Research awards, Small Business Technology Transfer awards, Advanced Technology Program awards, and Manufacturing Extension Partners centers.

It is a search engine and electronic gateway of technology information and resources for and about small high-tech businesses. It is a tool for researchers, scientists, state, federal and local government officials, a marketing tool for small firms and a potential “link” to investment opportunities for investors and other sources of capital.

TECH-Net is a free service for those seeking small business partners, small business contractors and subcontractors, leading edge technology research, research partners, (e.g. small businesses, universities, federal labs and non-profit organizations), manufacturing centers and investment opportunities.

TECH-Net is available at:
<http://tech-net.sba.gov/index.cfm>.

SMART BUSINESS ADVICE
(What an SBA loan through Provident really stands for.)

Introducing an SBA loan through Provident,
the smarter way to get your business started.

It's tough starting a business. But with Provident it's a lot easier than you think. Just talk to one of our business bankers. They'll help you avoid common pitfalls right from the start. They will also explain why it's important to get an SBA loan through Provident. An SBA loan is hands down the smartest way to start your business. So contact us today — we make it our business to get your business off the ground.

1-800-274-2873
PROVBANK.COM

Provident
BANK
Just the right size for you to grow.

DISASTER RECOVERY

DISASTER ASSISTANCE

Knowing the Types of Assistance Available for Recovery



The SBA's Disaster Assistance Program is the only federal program providing loan assistance to homeowners, renters and businesses following disasters. The program provides eligible applicants with certain financial assistance only after an affected area is declared a disaster by the President or the Administrator of the SBA. This loan program is intended for funding of private-sector, non-agricultural losses for which the victims are uninsured or underinsured.

Eligibility is determined by review of a business' or an individual's financial situation as reviewed against established SBA guidelines. A low interest rate (not to exceed 4 percent) is available to applicants without credit available elsewhere; a higher rate (not to exceed 8 percent) is available to applicants with credit available elsewhere.

Physical Disaster Loans

Loans are available to businesses and homeowners and renters. Loans are available to qualified business applicants of any size for uninsured or underinsured disaster losses of up to \$1.5 million. Businesses may use these funds to replace or repair real estate, equipment, fixtures, inventory, and leasehold improvements to pre-disaster condition. Homeowners receive loans, up to \$200,000 for real property losses to repair or restore a primary residence to pre-disaster condition. Homes which are not primary residences are ineligible. Qualified renters

and homeowners may also obtain loans for uninsured or underinsured personal property losses up to \$40,000 to repair or replace personal property such as clothing, furniture and cars. Loans are not intended to replace extraordinarily expensive or irreplaceable items such as antiques, pleasure craft, recreational vehicles or fur coats.

Economic Injury Disaster Loans

Loans of up to \$1.5 million are available for small businesses only which sustain economic injury as a direct result of the disaster event. These working capital loans are intended to be made to small businesses, without credit elsewhere, to help pay ordinary and necessary operating expenses that would have been payable barring the disaster event. Businesses may receive combined economic injury disaster loans and physical disaster loans up to \$1.5 million, unless the business meets the federal criteria as a major source of employment. In that event, the \$1.5 million may be waived when appropriate application is made and documentation provided.

Military Reservist Economic Injury

Loans are available to \$1.5 million to assist eligible small businesses to meet their ordinary and necessary operating expenses that they could have met, but are unable to meet, because an essential employee was

"called up" to active duty in his/her role as a military reservist. These loans are intended to provide only the amount of working capital needed by a small business to pay its necessary obligations as they mature until operations return to normal after the essential employee is released from active military duty.

More information on all of SBA's disaster assistance programs is at: <http://www.sba.gov/services/disasterassistance/index.html>.

Disaster Preparedness

For small businesses, surviving a disaster doesn't begin with clearing the debris and returning to work.

Surviving begins long before the disaster strikes – with proper planning. Your planning should include insurance coverage, emergency power, company records, fire safety, medical emergencies, taking care of your employees and continuity planning – how your business will continue during and after the emergency or disaster.

Starting is as easy as clicking on the SBA's Disaster Preparedness Web site at: <http://www.sba.gov/services/disasterassistance/disasterpreparedness/index.html>. The site includes a wealth of information on the SBA's disaster recovery programs for homeowners and renters, and businesses of all sizes. There are articles on emergency planning for disasters, descriptions of SBA's programs, and links to government and industry Web sites with great planning information.

There is also a link to www.ready.gov, the Department of Homeland Security's Web site for home and business disaster planning.

Small- to medium-sized businesses are the most vulnerable in an emergency. A plan can help protect your company and enhance its potential to recover after an emergency.

The ready.gov site contains downloadable publications detailing the planning you'll need to stay in business after a disaster strikes. One publication, the Ready Business Mentoring Guide – User Edition, contains worksheets, checklists, testimonials and a sample emergency plan to use for study. You can order the publication or download it free.

Planning for a disaster is the best way of limiting its effects.

ADVOCACY

WATCHING OUT FOR YOU

The SBA is Your Voice in Washington



OFFICE OF ADVOCACY

The SBA's Office of Advocacy, the "small business watchdog" of the government, examines the role and status of small business in the economy and independently represents the views of small business to federal agencies, Congress, the President and federal appellate courts as friends of the court. Advocacy compiles and interprets statistics on small business and is the primary entity within the federal government to disseminate small business data.

Advocacy also funds outside research into small business issues and produces numerous publications to inform policy makers about the important role of small business in the economy and the impact of government policies on small business. In addition, the office monitors federal agency compliance with the Regulatory Flexibility Act – the law that requires agencies to analyze the impact of their proposed regulations on small entities (including small businesses, small governmental jurisdictions and small nonprofit organizations), and consider regulatory alternatives that minimize the economic burden on small entities.

Advocacy's mission is enhanced by a team of regional advocates, located in the SBA's 10 regions. They are Advocacy's direct link to small business owners, state and local government entities, and organizations that support the interests of small entities. The regional advocates help identify regulatory concerns of small business by monitoring the impact of federal and state policies at the grassroots level. Finally, the office is headed by the Chief Counsel for Advocacy who is appointed by the President and confirmed by the U.S. Senate.

Learn more about the Office of Advocacy at: www.sba.gov/advo.

OFFICE OF THE NATIONAL OMBUDSMAN

If excessive fines, penalties or unfair regulatory enforcement by federal agencies are problems for your small business, you have a voice in Washington, D.C., through the SBA's Office of the National Ombudsman.

The Ombudsman receives comments regarding federal regulatory enforcement from small business owners, nonprofit organizations and small government entities.

Comments are forwarded to federal agencies for review, and in some cases fines may be lowered or eliminated and decisions changed in favor of the small business owner. Each year the National Ombudsman files a report with the U.S. Congress on the responsiveness of federal agencies regarding their actions of regulatory and compliance enforcement on small businesses.

To request help, send the National Ombudsman a complete Federal Agency Comment Form. You may do this by fax at 202-481-5719; online at the Ombudsman's Web page: <http://www.sba.gov/aboutsba/sbaprograms/ombudsman/index.html>; or by mail at 409 Third Street S.W., Mail Code 2120, Washington, DC 20416.

The Ombudsman also coordinates 10 regional regulatory fairness boards which meet regularly to receive comments about federal regulations affecting small businesses.

Learn more about the National Ombudsman from the Web site above or call 888-REG-FAIR.

Each year since 1963, the President of the United States has designated a week as National Small Business Week in recognition of the small business community's contributions to the American economy and society. Small Business week 2008 took place during the week of April 21 - 25, 2008 and plans are underway for 2009.

In partnership with public- and private-sector small business supporters, the U.S. Small Business Administration sponsors special activities honoring the nation's entrepreneurs at the local, state and national levels.

The presentation of prestigious awards highlights Small Business Week activities. At the district, state and national levels, these awards spotlight the outstanding contributions of small business persons, champions, exporters and young entrepreneurs, as well as those who have developed their small businesses into large ones. At the regional and national levels, awards will highlight the contributions of outstanding small businesses, prime contractors and subcontractors for the federal government.

Small Business Person of the Year winners from all 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands are invited to participate in a series of events in their honor during Small Business Week. National winners in the advocate and special award categories and regional and national government contracting award winners are invited to be honored as well. A national Small Business Person of the Year is selected from among the state award winners and recognized during the celebration in the Nation's capitol.

*District-level awards are presented only in those states served by more than one SBA district Office.

Nominations

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for Small Business Person of the Year, Champions of the Year and special Small Business Week Awards.

For nomination guidelines visit our web page www.sba.gov/dc. For further information

regarding nominations of all Small Business Week Awards contact the Washington Metropolitan Area District Office at (202) 272-0345.

Awards and Selection

Small Business Persons of the Year, Champions of the Year and special award winners will be selected at the district, state and national levels. Winners at each level will be considered for awards at the next higher level.

Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA Office of Advisory Councils for review. The National Small Business Person of the Year will be selected by the SBA administrator based on the recommendations of the National Advisory Council, and will be announced during Small Business Week.

For more information on the eligibility criteria contact the Washington Metropolitan Area District Office at 202-272-0345.

The Washington Metropolitan Area District Office Congratulates the District's 2008 Small Business Week Special Award Recipients and Champions of the Year



Small Business Person of the Year
Grace U. Dittmar, President/CEO
Trusted Mission Solutions, Inc.
McLean, VA



District Director's Award
Henry Z. Shelton Jr., Chairman
SCORE Washington DC Chapter
Washington, DC



Small Business Journalist of the Year
Tanya Morrison, Speaker/Writer/
Life Strategist
360 Degrees Woman
Washington, DC



Financial Services Champion of the Year
Niraj Mehta, Business Development
Officer
Popular Small Business Capital
Arlington, VA



Minority Small Business Champion of the Year
Piyush J. Goel, President/CEO
Goel Services, Inc.
Washington, DC



Women in Business Champion of the Year
Lynette Spano, President/CEO
SCI Consulting Services, Inc.
Vienna, VA



Veteran Small Business Champion of the Year
Robert G. Flowers, President/CEO
RGF Consulting Corporation
Fort Washington, MD



Home-Based Small Business Champion of the Year
Cinnamon Burnim Bowser,
Founder/Owner
Nail Taxi
Alexandria, VA



CONTINUED GROWTH In Washington Metropolitan Area

Continuing Growth

For the Greater Washington Metropolitan Region:

Demographic and Economic Trends

According to a recent survey conducted by the Greater Washington Initiative, a majority of business leaders believe that the Greater Washington area is strong, and feel that it is a good place to locate a business.

Demographic Profile:

- The demographic and economic trends (gross regional product, employment, government spending and commercial real estate markets) reinforce this belief. Greater Washington is the nation's fourth largest metropolitan region with 6.1 million residents, growing almost 11% since 2001.

- The region's population increase from 5.9 million to 6.3 million in 2008 with a gross regional product of \$313 billion, Greater Washington's economy grew by 19.6 (inflation adjusted) in the past five years, compared to the national growth rate of just 14.5%.
- Greater Washington has become a hub for business, science and technological innovation and is the prime location for firms seeking to provide goods and services to the federal government. Overall federal spending topped 116.5 billion in 2006 and has been on a steady incline.
- Venture capital investment in Greater Washington exceeded 1.1 billion in 2006, the highest amount in five years, with the third-largest number of bioscience companies in the world. It is a leader in human genome research.
- One in ten employees, twice the national average, work in the technology field; the region leads the nation in the number of math and computer science employees (194,980)
- For tenth consecutive years, the Greater Washington leads the nation with the most firms on the Inc. Magazine's 500 fastest-growing companies.
- Greater Washington's Hispanic and African American communities are starting new companies 3 times faster than the national average.
- Forecast to 2012: In a partnership with forecasting firm Global Insight, this year's report includes a window on Greater Washington in 2012:

Gross Regional Product will reach nearly \$500 billion (up from \$359 billion in 2006).

- 50% of the region's population will be minority (up from 45%).
- The region will add 319,000 new jobs by 2012.
- More than 1 million households (42%) will have yearly incomes over \$100,000.
- Gross Regional Product Per Capita (\$5.9 million)

Source: Greater Washington Initiative and the 2007 Regional Report published by the Greater Washington Initiative.

To view this report in its entirety, please visit:

www.greaterwashington.org

SUCCESS STORY

Businessman Has Two Sides, Work-Life Balance

Washington, D.C. – Piyush J. Goel (PJ) is the President and CEO of Goel Services, Inc., a 8(a) and HUBZone construction company formed in 2001. Mr. Goel is a true believer in balancing both home and work. Each week he sets time aside to focus on his family, his wife Kelli and their two children, Natalie and Roman. One of the most difficult jobs for a small business owner is work-life balance.

Born and raised in Delaware, Mr. Goel attended Delaware University where he received a Bachelor of Science in Operation Management. His knowledge and experience landed his first job as a project Manager where he spent the next sixteen years working for other companies. It wasn't until he decided to open his own construction firm in Washington, D.C. that he could realize his American Dream.

He became certified in the 8(a) Business Development Program and the SBA 8(a) SDB in 2002 and operates as a HubZone SBC. The 8(a) Business Development Program is an essential instrument for helping socially and economically disadvantaged entrepreneurs gain access to the economic mainstream of American society. SBA has helped thousands of aspiring entrepreneurs over the years to gain a foothold in government contracting. Participation is divided into two phases over nine years: a four-year developmental stage and a five-year transition stage.

Participants can receive sole-source contracts, up to a ceiling of \$3 million for goods and services and \$5 million for manufacturing. While SBA helps 8(a) firms build their competitive and institutional know-how, the agency also encourages them to participate in competitive acquisitions.

To qualify for program certification, a small business must be owned and controlled by a socially and economically disadvantaged person. Under the Small Business Act, certain presumed groups include African Americans, Hispanic Americans, Asian Pacific Americans, Native Americans, and Subcontinent Asian Americans. New rules make it easier for non-minority firms to participate by proving their social disadvantage.

Little did Mr. Goel know that his determination and hard work would afford him several awards during his tenure at Goel Services, Inc., he won the award of "Fifty Most Influential Minorities in Business" by the Minority Business and Professionals Network. Also at the implosion of the Old DC Convention Center, Mr. Goel's company received several awards, the Associated Builders and Contractors for "Excellence in Construction," GSA, Mid-Atlantic Construction's

"Award of Merit," Associated General Contractors' the Award of Merit for projects under \$100,000,000, AON Build America Merit Award for Environmental Renovation for the demolition and remediation of

Federal Office Building Number 8, the US Army Corps' 2007 Washington Contractor award for design build for contractors under \$50 Million.

Thanks to SBA's Mentor-Protégé Program, Mr. Goel was able to partner with Grunley Construction Company which excelled Mr. Goel's growth as a professional and business owner. Because of the SBA's diligence, the relationship between Grunley and Goel has flourished and has enabled the company to take on projects such as Brightwood Elementary, a \$14 million dollar project, FOB 8, a \$6.49 million dollar project, and most recently a \$250 million dollar Multiple Award Construction Contract with the Navy. Goel Services, Inc. has completed several large projects in the Washington, DC community. The company is ranked as the 12th largest asbestos removal contractor in the United States by Engineering News Record. Goel Services, Inc. is also the largest Mid Atlantic Asian owned company according to News India Times. Mr. Goel has taken the company to heights no one every imagined, the company will continue to grow and thrive because of his leadership and the help of SBA.



Piyush J. Goel (PJ)
Goel Services, Inc.

TOP LENDERS In the Washington Metropolitan Area

ACCESS NATIONAL BANK

300 Fort Evans Rd. N.E.
Leesburg, VA 20176
703-871-2104
Ted Lauer

ADAMS NATIONAL BANK

1130 Connecticut Ave. N.W.,
Ste. 200
Washington, DC 20006
202-772-3722
Jeff Burns

ALLIANCE BANK

14200 Park Meadow Dr.,
Ste. 200 So.
Chantilly, VA 20151
703-814-7428
Michael O'Grady

AMALGAMATED BANK

1825 K St. N.W.
Washington, DC 20006
202-620-8876
Tim Sullivan

AMERICAN BANK

9001 Edmonston Rd., Ste. 100
Greenbelt, MD 20770
301-572-3796
Darryl Becker

AMERICAN EXPRESS

CENTURION BANK

4315 S. 2700 W.
Mailcode: 02-01-95
Salt Lake City, UT 84184
801-945-6588
Todd M. Jones

ASIA BANK, N.A.

650 Hungerford Dr. /Rt. 355
Rockville, MD 20850
301-738-9700
Matthew Hsu

BANCO POPULAR, N.A.

1229 New York Ave. N.W.
Washington, DC 20003
301-464-7684
Robert Edwards

BANK OF AMERICA

730 15th St. N.W.
Washington, DC 20005
800-263-2055
Bank of America Answer Desk

BANK OF THE WEST

P.O. Box 185
North Beach, MD 20714
301-855-2164
Dianna Seaborn

BANK ANNAPOLIS

(Annapolis Bancorp)
1000 Bestgate Rd., Ste. 400
Annapolis, MD 21404
410-224-4455
Mitch Krebs

BRANCH BANK & TRUST (BB&T)

1909 K St. N.W.
Washington, DC 20006
202-835-9364
Jennifer Rose

BORREGO SPRINGS BANK

12121 Panama City Beach Pkwy.
Panama City Beach, FL 32407
866-644-0042
Frederick Crispen

BUSINESS BANK

8399 Leesburg Pike
Vienna, VA 22182
703-734-0070
Robert Barton Jr.

BUSINESS FINANCE GROUP (CDC)

3930 Pender Dr., Ste. 300
Fairfax, VA 22030
703-352-0504
Sally Robertson

BUSINESS LENDERS, LLC

50 State House Sq., 5th Fl.
Hartford, CT 06103
860-895-6012
Penn Ritter

CAPITAL BANK NA

One Church St., Ste. 300
Rockville, MD 20850
240-283-0406
Blain Charak

CAPITAL ONE FEDERAL SAVINGS BANK

15000 Capital One Dr.,
Attn: 12076-0260
Richmond, VA 23238
800-205-2282
Susan Streich

CARDINAL BANK, N.A.

8270 Greensboro Dr., Ste. 500
McLean, VA 22102
703-584-3468
John Gusciora

CARROLLTON BANK

15 Charles Plz., Ste. 300
Baltimore, MD 21201
410-536-7393
Gregory W. Cooley

CENTER BANK

7611 Little River Turnpike,
Ste. 104W
Annandale, VA 22003
703-750-0636
Sung Uk Kim

CHAIN BRIDGE BANK

1445-A Laughlin Ave.
McLean, VA 22101
703-748-2005
Robert Glomb

CHESAPEAKE BANK OF MARYLAND

2001 E. Joppa Rd.
Baltimore, MD 21234
410-665-7600
Will Lucas

CHESAPEAKE BUSINESS FINANCE CORP. (CDC)

1101 30th St. N.W., Ste. 500
Washington, DC 20007
202-342-2973
John Sower

CHEVY CHASE BANK

7501 Wisconsin Ave., 11th Fl.
Bethesda, MD 20814
301-939-6948
Steve Evseef

CIT SMALL BUSINESS LENDING

15200 Shady Grove Rd., #350
Rockville, MD 20850
301-428-1001
Carter Wildermuth

CITIBANK N.A.

1101 Pennsylvania Ave. N.W.
Washington, DC 20004
202-879-6887
Rod Johnson

CITICAPITAL SMALL BUSINESS LENDING CORP

250 E. Carpenter Hwy., Ste. 115
Irving, TX 75062
972-652-5280
Mark Glassman

CITY FIRST BANK OF D.C., N.A.

1432 U St. N.W.
Washington, DC 20009
202-243-7147
William Lindlaw

COLOMBO BANK

224 Albermarle St.
Baltimore, MD 21202
410-685-4611
Jackie Jackson

COLUMBIA BANK, THE

7505 Greenway Center Dr.
Greenbelt, MD 20770
301-623-3326
Michael Consalvo

COMERICA BANK

P.O. Box 4167
Houston, TX 77210
713-888-2651
Dat Ly

COMMERCE BANK, N.A.

2070 Chain Bridge Rd.
Vienna, VA 22182
703-663-4400
Archisha Mehan

COMMERCE FIRST BANK

4451 Parliament Pl., Ste. C
Lanham, MD 20706
301-459-4512
George Kapusta

COMMUNITY BANK OF TRI-COUNTY

3035 Leonardtown Rd.
Waldorf, MD 20601
301-645-5601
Kevin Zinn

COMMUNITY SOUTH BANK

1909 Colonial Ave., Ste. 9
Norfolk, VA 23517
757-625-1033
Scott Gilman

COMMUNITY WEST BANK, N.A.

445 Pine Ave.
Goleta, CA 93117
805-681-9943
SBA Loan Center

COMPASS BANK

17218 Preston Rd.
Dallas, TX 75252
972-735-3540
Helma Gentry

DAMASCUS COMMUNITY BANK

26500 Ridge Rd.
Damascus, MD 20872
301-253-1000
Terry Brown

EAGLE BANK

7830 Old Georgetown Rd.,
3rd Fl.
Bethesda, MD 20814
240-497-2047
Bob Hoffmann

ECDC ENTERPRISE DEVELOPMENT GROUP (MICRO)

901 S. Highland St.
Arlington, VA 22204
703-685-0510
Haddish Welday

FAUQUIER BANK

10 Courthouse Sq.
Warrenton, VA 20186
703-335-7886
Terry Elliott

FIRST BANK

11901 Olive Blvd.
Creve Coeur, MO 63141
800-760-2265
Larry Ley

FIRST HORIZON BANK (FIRST TENNESSEE BANK)

1650 Tysons Blvd., #1150
McLean, VA 22102
703-394-2503
Mary Beth Theisen

FIRST NATIONAL BANK OF ARIZONA (FIRST HERITAGE CAPITAL)

17600 N Perimeter Dr.
Scottsdale, AZ 85255
888-419-5574
Tim Burton

FIRSTTRUST SAVINGS BANK

15 E. Ridge Pike
Conshohocken, PA 19428
610-238-5000
Mark Duffy

FOSTER BANK

5225 N. Kedzie Ave.
Chicago, IL 60625
773-588-7700
Sue Choi

FREEDOM BANK OF VIRGINIA

502 Maple Ave. W.
Vienna, VA 22183
703-242-5300
John Rohrback

FULTON BANK

One Penn Sq.
Lancaster, PA 17602
877-722-3858
Mary E. Smith

GE CAPITAL SMALL BUSINESS FINANCE

2 Bethesda Metro Ctr., Ste. 600
Bethesda, MD 20814
301-634-3245
John Golson

GREATER ATLANTIC BANK

10700 Parkridge Blvd., Ste. P50
Reston, VA 20191
703-390-0359
Gary Hobert

HANMI BANK

3660 Wilshire Blvd.
Penthouse Ste. A
Los Angeles, CA 90010
213-427-5657
James Kim

HARBOR BANK OF MARYLAND

25 W. Fayette St.
Baltimore, MD 21201
410-528-1800
Darius Davis

HOME LOAN A DIVISION OF OCEAN BANK, FSB

One Home Loan Plz., Ste. 3
Warick, RI 02886
800-223-1700
James Roche

HOPKINS FEDERAL SAVINGS BANK

134 S. Eaton St.
Baltimore, MD 21224
410-675-2827
Michael Schonfeld

TOP LENDERS In the Washington Metropolitan Area

HOWARD BANK

6011 University Blvd., Ste. 370
Ellicott City, MD 21043
410-750-7970
Rosa Scharf

HSBC NATIONAL BANK

7315 Wisconsin Ave., #225E
Bethesda, MD 20814
301-986-4932
Mi Jung Kim

INDEPENDENCE BANK

1370 S County Tr.
East Greenwich, RI 02818
401-471-6300
Juan Perez

INDEPENDENCE FEDERAL SAVINGS BANK

1229 Connecticut Ave. N.W.
Washington, DC 20036
202-626-0444
Patricia Hubbard

INDUSTRIAL BANK, N.A.

2002 11th St. N.W.
Washington, DC 20001
202-722-2000
Linwood White

INNOVATIVE BANK – THROUGH ICFA

P.O. Box 838
Norfolk, VA 23501
757-498-1800
Susan Carlson

IRWIN FRANCHISE CAPITAL

10 Paragon Dr.
Montvale, NJ 07645
231-941-3188
Brad Dyksterhouse

ISN BANK

1228 Rte. 22 E.
Phillipsburg, NJ 08865
908-213-2957
Salvatore Celestino

JAMES RIVER DEVELOPMENT CORP.

1108 E. Main St., Ste. 702
Richmond, VA 23219
804-344-0002
Fred Minton

JOHN MARSHALL BANK, A DIVISION OF SECURITY ONE BANK

5860 Columbia Pike, #104
Falls Church, VA 22041
703-845-2700
Dennis Barrett

K BANK

11407 Cronhill Dr., Ste. N
Owings Mills, MD 21117
410-654-2727
Gary Thomas

LATINO ECOMINC DEVELOPMENT CORP. (LEDC) (MICRO)

2316 18th St. N.W.
Washington, DC 20009
202-588-5102
Rob Vickers

LEHMAN BROTHERS BANK

1000 West St., Ste. 200
Wilmington, DE 19899
212-526-0852
Cynthia Jones

M&T BANK

301 W. Chesapeake Ave., 4th Fl.
Towson, MD 21204
410-512-4771
Brenda Becker

MAINSTREET BANK

727 Elden St.
Herndon, VA 20170
703-481-4568
Chris Johnston

MAINSTREET LENDER, LLC

2 Wisconsin Cir., 7th Fl.
Chevy Chase, MD 20815
240-235-5090
Tom Pugh

MARYLAND BANK AND TRUST

46930 Shangri-La Dr.
Lexington Park, MD 20653
301-863-7061
Robert Swartz

MID-ATLANTIC BUSINESS FINANCE COMPANY (CDC)

1410 N. Crain Hwy., Ste. 5B
Glen Burnie, MD 21061
800-730-0017
Tony Hamlett

MID ATLANTIC FEDERAL CREDIT UNION

17 Firstfield Rd.
Gaithersburg, MD 20878
301-921-3520
Frank Amantia

MIDDLEBURG BANK

111 W. Washington St.
Middleburg, VA 22117
540-687-6377
Arch Moore

MILLENNIUM BANK, N.A.

1601 Washintgon Plz.
Reston, VA 20190
703-464-1975
Kathleen Strawhacker

MONUMENT BANK

7401 Wisconsin Ave., Ste. 300
Bethesda, MD 20814
301-841-9512

ROBERT ARMSTRONG NAVY FEDERAL CREDIT UNION

820 Follin Ln.
Vienna, VA 22180
703-206-4156
James Salmon

NARA BANK, NA

7023 Little River Turnpike, Ste. 206
Annandale, VA 22003
703-916-1212
Michael Kim

NCB, FSB (NATIONAL COOPERATIVE BANK)

2011 Crystal Dr., #800
Arlington, VA 22202
703-302-1945
Joann Haines

NEWTEK SMALL BUSINESS FINANCE

462 Seventh Ave., 14th Fl.
New York, NY 10018
800-749-8707
Brian Gagnon

NORTHWEST FEDERAL CREDIT UNION

200 Spring St.
Herndon, VA 20172
703-709-8900
Colleen Daly

OLD LINE BANK

1525 Pointer Ridge Pl.
Bowie, MD 20716
301-430-2526
Joe Burnett

PACIFIC CITY BANK

7535 Little River Turnpike,
#310-B1
Annandale, VA 22003
703-256-0119
Ki-Hong Kim

PATAPSCO BANK

1301 Merritt Dr.
Dundalk, MD 21222
410-285-9307
Larry Mitchell

PENTAGON FEDERAL CREDIT UNION

100 N. Fairfax St.
Alexandria, VA 22314
703-838-1495
Les Thomas

PNC BANK, NA

10025 Governor Warfield Pkwy,
Ste. 303
Columbia, MD 21044
410-715-5752
Roderick Morrison

PREFERRED CAPITAL BIDCO

300 Delaware Ave., Ste. 1380
Wilmington, DE 19801
302-428-0943

ROCCO PERATE PRINCE GEORGE'S FINANCIAL SERVICES CORP. (FSC FIRST) (CDC)

1100 Mercantile Ln., #115-A
Largo, MD 20774
301-883-6900
Shelly Gross-Wade

PROVIDENT BANK

22 Firstfield Rd., #200
Gaithersburg, MD 20877
301-527-2446
Mary Wamsley

RAPPAHANNOCK ECONOMIC DEVELOPMENT CORP. (CDC)

3304 Bourbon St., 3rd Fl.
Fredricksburg, VA 22408
540-373-2897
Rob Burke

RBS CITIZENS, N.A.

480 Jefferson Blvd., RHE 310
Warwick, RI 02886
401-468-6127
Gary Heidel

REGAL BANK & TRUST

10123 Reisterstown Road
Owings Mills, MD 21117
410-581-2888
Deborah Goldberg

ROYAL ASIAN BANK

6526 Castor Ave.
Philadelphia, PA 19149
215-744-4900
Hak Joon Kim

SANDY SPRING BANK

9112 Guilford Rd., Ste. 2
Columbia, MD 21046
301-774-6400
Ron Warrick

SHINHAN BANK AMERICA (FORMERLY CHB AMERICA)

330 Fifth Ave., 4th Fl.
New York, NY 10001
646-843-7300
Koomin Chung

SMALL BUSINESS LOAN SOURCE, LLC

1817 Hamlet Pl. N.
Bel Air, MD 21015
800-795-2745
Steven Wienecke

SONABANK, N.A.

9500 Technology Dr., #102
Manassas, VA 20110
703-257-2020
Marie Taylor Leibson

SOUTHTRUST BANK, N.A.

360 Interstate North Pkwy.,
Ste. 500
Atlanta, GA 30339
678-627-3771
Juan Lago

SOUTHWEST COMMUNITY BANK

5810 El Camino Real, Ste. D
Carlsbad, CA 92008
877-551-9956
Dennis Stytz

SOVEREIGN BANK

4001 Perkiomen Ave.
Reading, PA 19606
610-779-6620
Sherwood Robbins

STEARNS BANK NA

4191 2nd St. S.
St. Cloud, MN 56301
320-253-6607
David Kahlhamer

SUNTRUST BANK

1445 New York Ave. N.W.
Washington, DC 20005
202-879-6349
Deric Mims

SUPERIOR FINANCIAL GROUP

165 Lennon Ln., Ste. 101
Walnut Creek, CA 94598
877-675-0500
Jim Bek

SUSQUEHANNA BANK

100 West Rd., #101
Towson, MD 21204
410-769-5333
Jill Moranec

TEMECULA VALLEY BANK, N.A.

1645 Haven Ave., Ste. D-1
Ocean City, NJ 08226
609-525-2191
Ed Narozny

UNION BANK & TRUST

211 N Main St.
Bowling Green, VA 22427
703-335-2998
Robert Miller

UPS CAPITAL BUSINESS CREDIT

12020 Sunrise Valley Dr., #270
Reston, VA 20191
703-391-8021
David Baroody

U.S. BANK, N.A.

9918 Hibert St., 3rd Fl.
San Diego, CA 92131
858-536-4545
Denni Northway

UNITED BANK

2071 Chain Bridge Rd., #200
Vienna, VA 22182
703-442-7153
Dennis M. Coombe

TOP LENDERS In the Washington Metropolitan Area

UNITED CENTRAL BANK

6400 Brandon Ave.
Springfield, VA 22150
703-891-4101
Nasr Khan

UNITI BANK

7630 Little River Turnpike,
Ste. 100
Annandale, VA 22003
703-813-8120
Tae Yon Chung

UNITY BANK

64 Old Hwy. 22
Clinton, NJ 08809
908-713-4351
Michael Downes

VALLEY NATIONAL BANK

1302 N Rolling Rd.
Baltimore, MD 21228
410-916-5149
Lisa Vaughan

VIRGINIA COMMERCE BANK

5350 Lee Hwy.
Arlington, VA 22207
703-534-0700
R.B. Anderson

VIRGINIA HERITAGE BANK

11166 Fairfax Blvd.
Fairfax, VA 22030
703-359-4100
Cindy Fusselle

WACHOVIA BANK, N.A.

1970 Chain Bridge Rd.
McLean, VA 22102
703-760-5359
Mike Matteson

WASHINGTON AREA COMMUNITY INVESTMENT FUND (WACIF) (MICRO)

3624 12th St. N.E.
Washington, DC 20017
202-529-5505
William Bush

WASHINGTON FIRST BANK

1500 K St. N.W.
Washington, DC 20005
202-587-7000
Jay Brigania

WASHINGTON SAVINGS BANK, THE

4201 Mitchellville Rd.
Bowie, MD 20716
240-544-2002
Lucretia Freeman-Buster

WELLS FARGO BANK, N.A.

1455 W. Lake St.
Minneapolis, MN 55408
612-677-2753
Tom Burke

WHEELER CREEK COMMUNITY DEVELOPMENT CORPORATION (MICRO)

1130 Varney St. S.E.
Washington, DC 20032
202-574-1508
Michael Clarke

WILSHIRE STATE BANK

3200 Wilshire Blvd., 14th Fl.
Los Angeles, CA 90010
888-972-5363
SBA Loan Center

WOORI AMERICA BANK

4231 Markham St., Ste. G.
Annandale, VA 22003
703-256-7633
Ginny Kim

ZIONS FIRST NATIONAL BANK – NATIONAL REAL ESTATE

1817 Hamlet Pl. N.
Bel Air, MD 21015
443-520-9000
Steve Wienecke



SUCCESS STORY

Courage to Push Forward and Pursue My Dreams

The Nail Taxi, a mobile nail boutique licensed in 2004 and headquartered in Alexandria, Virginia, takes off at a quick “clip”.

Nail Taxi owner Cinnamon Bowser initially conceived the business in 2003 when a pregnant girlfriend requested a pedicure before delivering her third child. Her condition made it unfeasible for her friend to go to a salon and her search for someone to come to her home to provide the service was to no avail. It was then that Bowser decided she might be on to something.

Although Ms. Bowser holds a degree in journalism from The George Washington University and has spent more than 13 years in the communications and marketing field, she decided to visit the Women’s Business Center of Northern Virginia to take several classes in entrepreneurship.

After eight months of market research and another six months of industry research, Ms. Bowser decided to move forward with the Nail Taxi idea. Ms. Bowser said, “I found the SBA’s Northern Virginia Women’s Business Center an invaluable resource. I started their ABC’s class in 2002.”

The ABC’s class is a value tool used to successfully start and grow a small business. The class includes topics such as: What does it take to be an entrepreneur? Where do you get licensed and

registered? How do you select the right legal form for your business? Where can you get money for start up? What’s a business plan and why do you need one? How do our classes and free counseling work?

Ms. Bowser also graduated from Center’s NxLevel™ program. This program addresses those start-up questions every entrepreneur needs to answer before starting a business venture. It allows participants develop a start-up business plan of their business concept. The support received from the WBC’s classes, counseling, and networking prepared Ms. Bowser for owning and running her business. Ms. Bowser stated, “The lessons learned through the Women’s Business Center gave me the courage to push forward and pursue my dream.”

The Women’s Business Center is a program of the Community Business Partnership, Inc. created in 1995 to address the need for small business such as technical assistance, financing services, high quality training and counseling. The WBC provides the training, assistance and support needed for women in the region seeking to start or grow a business. Networking events, training in business start-up and management, financing and procurement are on a monthly schedule at the Women’s Business Center. It offers free technical assistance particularly with business and marketing plans.

The Nail Taxi client base is primarily women over the age of 35. They service clients in their homes, offices, hotels or wherever they desire. Along with hosting manicure and pedicure parties, they are currently negotiating contracts with companies (airlines, auto dealers, etc.) to offer manicures as a value-added service while their customers are waiting.

All nail technicians work for Nail Taxi as independent contractors and plans are on the way to expand the nail technicians and increase appointments to 25 per week. Nail Taxi has entered in Northern Virginia area, Richmond and Tidewater region, Atlanta, Chicago as well as other states where mobile salons are legal, such as Illinois, Florida and Colorado.



Cinnamon Bowser
Nail Taxi

WEBSITES OF INTEREST

- SBA's Washington Metropolitan Area District Office's web site at: www.sba.gov/dc offers information on the district's counseling and training programs, the 8(a) program and upcoming events.
- SBA's Home Page at: www.sba.gov offers a number of Internet services. You can get information on starting, financing and expanding your business.
- Official U.S. Internet gateway to all of government: www.firstgov.gov/. To link directly to information about Businesses and Nonprofits, visit: www.firstgov.gov/Business/Business_Gateway.shtml.
- Federal Acquisition Regulation (FAR) on www.arnet.gov/far. The FAR is the body of regulations with terms and conditions for most Federal solicitations and contracts.
- Find Business Opportunities by visiting: www.sba.gov/managing/ and FedBizOpps at: www.fbo.gov or www.eps.gov. Federal agencies are mandated to advertise potential contract opportunities on this site. You can download the solicitations that you are interested in, register to receive notification on changes to that solicitation and receive e-mails on types of work that you are interested in "daily."
- Register with the CCR (Central Contractor Registration) by accessing the website: www.ccr.gov. Registration is mandatory to do business with the Department of Defense. You will be assigned a TPIN (trading partner identification number).
- The Federal Government has a listing of a firm's NAICS (North American Industrial Classification System) Codes. These codes and their size standards are located at: www.sba.gov/size/
- Veterans, please review information at: www.sba.gov/vets, www.vetbiz.gov, or www.sba.gov/businessop/special/veterans.html.
- Women business owners, please review information at: www.womenbiz.gov, www.women-21.gov, www.sbaonline.sba.gov/financing/special/women.html, www.onlinewbc.gov/, or www.sba.gov/starting_business/special/women.html
- Directory linking you to a host of government agencies: www.usbluepages.gov
- Link to all the information and services the government provides for the business community: www.business.gov
- Americans with Disabilities One-stop online access to resources, services and information available throughout the Federal government for persons with disabilities: www.disabilityinfo.gov
- Information for employers, as well as tax and wage information for both new and established businesses: www.irs.gov/businesses/small/index.html
- SCORE is a SBA resource partner that provides counseling, training and resources to entrepreneurs. SCORE's website found at:

www.score.org makes it possible to reach more small business clients than ever with mentoring, counseling and training services.

- E-Business Institute is a digital strategy for reaching new markets and training small business clients in a changing global environment. The on-line classroom is designed to bring easy-to-use, electronic business courses to small businesses 24 hours-a-day. The E-Business Institute provides interactive, easily accessible courses on topics most in demand by small business clients and can be accessed from SBA's Home Page at: www.sba.gov/training
- Business Signage is a very important key to inviting potential clients into your business. Visit www.sba.gov/starting/signage for additional info.
- Small Business Fraud Alerts will assist in protecting your business from deception and scams. Visit: www.ftc.gov/bcp/menu-fran.htm for additional information.
- SBA Frequently Asked Questions at: app1.sba.gov/faqs/ provides information on a range of SBA programs and services.
- Register for Dynamic Small Business Search/CCR database at: www.ccr.gov. This database of companies wanting to do business with the government allows agencies to learn about prospective vendors.
- Search the Federal Register at: www.gpoaccess.gov/fr/. Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the Federal Register is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents.
- Learn about government buying sources at: www.sba.gov/businessop/findop/buying.html. Use these listed federal departments and agencies.
- Washington Metropolitan Area Chambers of Commerce contact information: For Virginia chambers, visit: www.uschamber.com/chambers/chamber_directory.asp?st=va.

For District of Columbia chambers, visit: www.uschamber.com/chambers/chamber_directory.asp?st=dc.

For Maryland chambers, visit: www.uschamber.com/chambers/chamber_directory.asp?st=md.

For the National Black Chamber of Commerce visit: www.nationalbcc.org/

- SBA Disaster Assistance at: www.sba.gov/disaster_recov/index.html provides information on helping individuals and businesses to recover from disasters.

- All you need to know to start your business can be found by visiting: www.sba.gov/starting_business/index.html
- Find out what's needed to apply for a loan by visiting: www.sba.gov/starting_business/financing/applyloan.html.
- Learn the government's standardized procedures for purchasing goods and services at: www.sba.gov/businessop/basics/buys.html.
- Small Business Development Centers (SBDCs) offer small business information in the form of training, counseling, and one-on-one sessions. Visit: www.sba.gov/sbdc/ to locate the nearest SBDC.
- Minority Business Development Agency, an agency of the U.S. Department of Commerce, offers access to capital, management and technical assistance, education, and training for minority business owners. Visit www.mbdba.gov/ for more information.
- U.S. Postal Service: www.usps.com/
- Exporters: please review information at: www.export.gov and the Export-Import Bank of the United States at: www.exim.gov/.
- Small Business Administration's Subcontracting Network at: web.sba.gov/subnet/ can assist you in obtaining a government contract.
- Senate Committee on Small Business & Entrepreneurship: sbc.senate.gov/
- The U.S. Census Bureau at: www.census.gov/govs/www/index.html will help you determine the appropriate demographics and market research.
- The U.S. Department of Labor at: www.dol.gov/index.htm provides information on wages and hours, workplace safety and health, retirement and health benefits, and other employee rules. Please see www.dol.gov/esa/contacts/state_of.htm for links to state labor offices if you need a local contact.
- Business.gov at: www.business.gov/ provides information on regulations for business owners. Topics include starting a business, handling finances, managing employees, doing business, and getting out of business. Catalog of Federal Domestic Assistance at: 12.46.245.173/cfda/cfda.html provides searches for federal grants for state and local governments such as federally recognized Indian tribal governments, U.S. territories, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.
- U.S. Department of Housing and Urban Development at: www.hud.gov/ provides information on grants. Directly link to their Small Businesses section at: www.hud.gov/offices/osdbu/index.cfm to learn about gaining agency contracts.

Business Directory

TO
ADVERTISE
PLEASE CALL
1.800.274.2812



franmarket.com

It's not just a single franchise website. It's a site that turns the franchise world into a community. Whether you're a potential franchisee, looking for a franchise or a franchisor, we're confident you'll find a home at franmarket.com. Because we don't generate leads, we generate relationships.

Sound good? If so, log in to franmarket.com today to take your FREE account, and be a part of something special, a community.



An Online Community
Serving the World of Franchising.



STARTING YOUR OWN BUSINESS? OPERATING AS A SOLE PROPRIETOR?

INCORPORATE YOUR COMPANY TODAY!

By incorporating you can protect your personal assets, gain credibility for your business and realize significant tax advantages.

ISL has over 35 years in the corporate formation and registered agent business, with specialists to meet the unique challenges in Washington, DC. We also provide nationwide service to assist you with qualifying your business in other states.

Navigating the Washington, DC incorporation system on your own can be daunting. Let ISL form your corporation or LLC quickly, easily, and affordably, so you can get back to making your business a success. **Call, e-mail, visit our web site or stop in today!**

Registered Agent • Incorporation • Business Licenses • Employer Identification Numbers (EIN) • Notary Company Kits (Minute Books/Stock Certificates/Seals) & More!

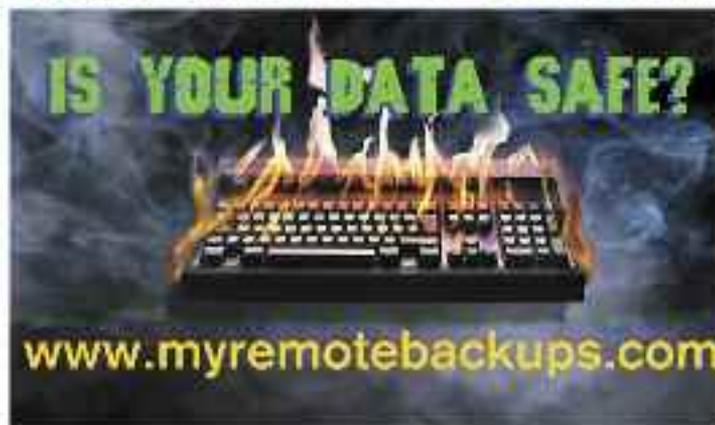
1100 H St., N.W., Suite 840, Washington, DC 20005

877-531-1131 • 202-386-7575 • sbrdc08@INCserv.com • INCserv.com



Serving your success.

Safeguard your critical data with **Remote Data Backups**



Try it **FREE** for 30 days!

Atek Solutions
The Business Necessity

Toll Free 1-866-99-DATAB Phone: 301-922-8539 Fax: 206-337-0210
The most convenient, reliable, secure & affordable offsite backup service

Superior Protection From

- *Hard Drive Crashes
- *Data Corruption
- *Flood *Human Error
- *Theft *Hackers
- *Fire *Natural Disasters

Business Benefits

- *Bank-level Encryption
- *No Downtime or Data Loss
- *Automatic, Reliable, Easy Setup
- *Remote File Access
- *Easy System Restore
- *Inexpensive \$9.99 & up
- *24/7 Tech Support
- *HIPPA Compliant
- *Sarbanes-Oxley Compliant



Bridging the GAAP Between Business and Government™



**Finance & Accounting Solution
for Government Contractors**



Call us today!

(301) 262-0111

www.deander.com

9701 Apollo Drive, Suite 491
Largo, Maryland 20774

Full Service Accounting Support

- Complete Accounting Support
- Payroll Service
- Financial Statement Preparation
- Custom Financial Reporting
- Month & Year End Closing
- Accounting System Implementation

Financial Management Support

- Virtual CFO Services
- Ratio & Trend Analysis
- Cash Flow Management
- Budget & Forecasting Assistance
- Cost Proposal Preparation

FAR & DCAA Compliance Support

- Indirect Pool Structure Development
- Provisional Rate Development
- Incurred Cost Proposal Preparation
- Accounting System & Procedures Compliance Review
- DCAA & Other Audit Assistance





ARLINGTON'S SMALL BUSINESS ASSISTANCE NETWORK

BizLaunch



Starting or expanding a small business?

Make BizLaunch, Arlington's Small Business Assistance Network your one-stop shop for all your small business needs.

- One-on-one counseling
- Educational workshops
- Business and market research
- Networking opportunities

Learn more at:

www.arlingtonvirginiausa.com/bizlaunch
or call 703.228.0808